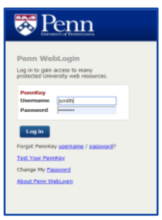
Curriculum Manager
Role Maintenance

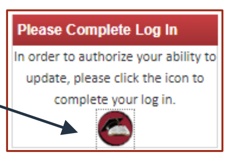
LOGIN TO MANAGE ROLES:

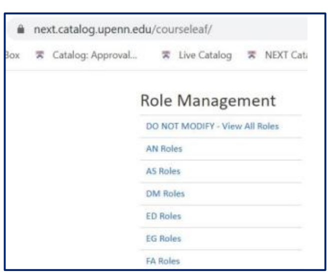
1. Access the [Curriculum Manager Resource Page]() and click CourseLeaf Console



2. Enter your Username and **Password** then click **Log In**

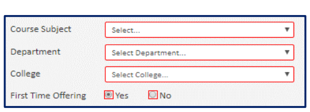
3. Click the red **Log In Icon**





TIPS & TRICKS:

Click **?** Icon for field level help

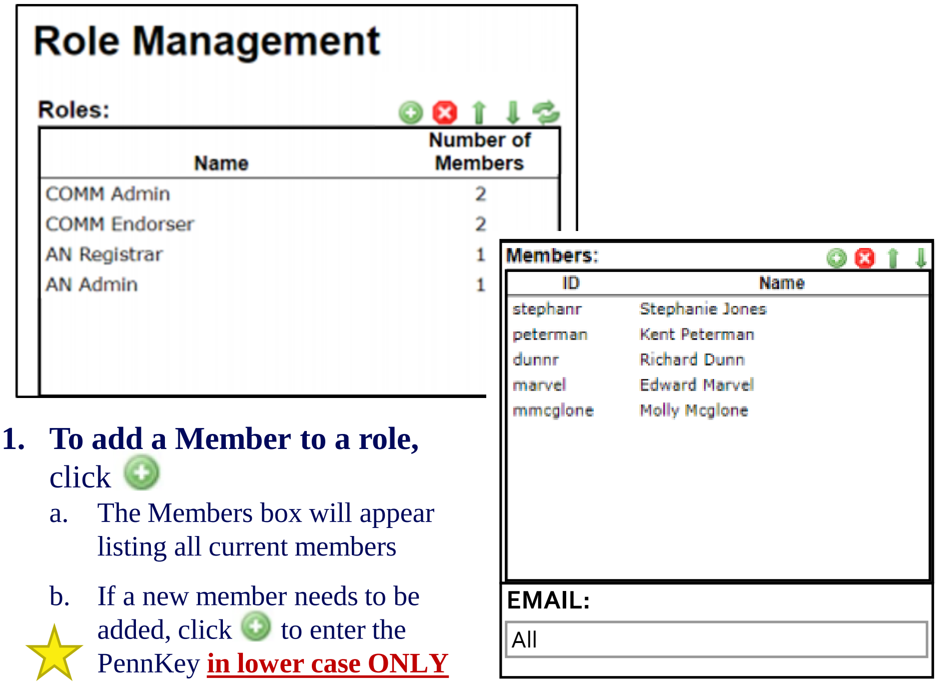


Any field boxed in **red** is REQUIRED

UPDATING USER ROLES

User roles within an assigned school may need to be updated to account for employment changes, intra-school transfers, or rotation of department chairs.

PLEASE NOTE: As a CM Admin, you will only be able to update information/roles within your designated school/division.

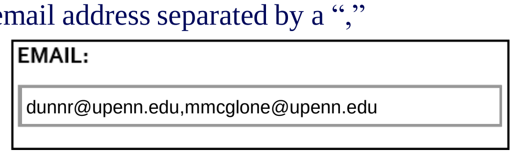


1. **To add a Member to a role,** click
   a. The Members box will appear listing all current members
   b. If a new member needs to be added, click to enter the PennKey **in lower case ONLY**

NOTE:
*Entering a PennKey with **any** capital letters will cause the associated workflow step to fail, no notification will be sent and the proposal will get stuck at that step*

2. **To remove a Member,** highlight the role and click

3. **To reorder the workflow order,** highlight a role and click
   a. The first Member listed will receive an email notification when a proposal is assigned to that role
   b. To ensure ALL Members in a role receive email notifications, type "all" into the Email field as shown above
   c. To ensure MULTIPLE, but Not All, Members in a role receive notifications, enter the desired members' email addresses, with each email address separated by a ","



When to Submit a JIRA Ticket:

- Need to change who is the CM Administrator for a School
- Need to add a newly created role to a School's workflow
- Need to delete a role from a School's workflow
- Need to create, change or delete the workflow for a School