

# Curriculum Manager

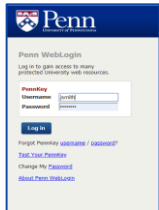
## Program Management



### LOGIN TO PROGRAM MANAGEMENT:

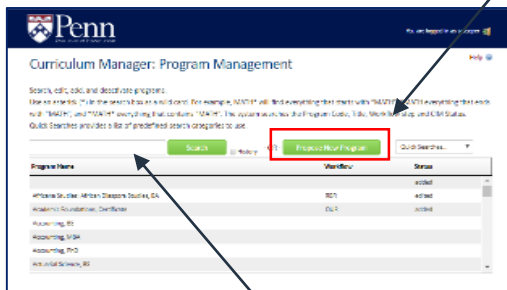
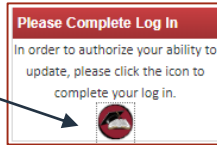


1. Access the [Curriculum Manager Resource Page](#) and click Program Management



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

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

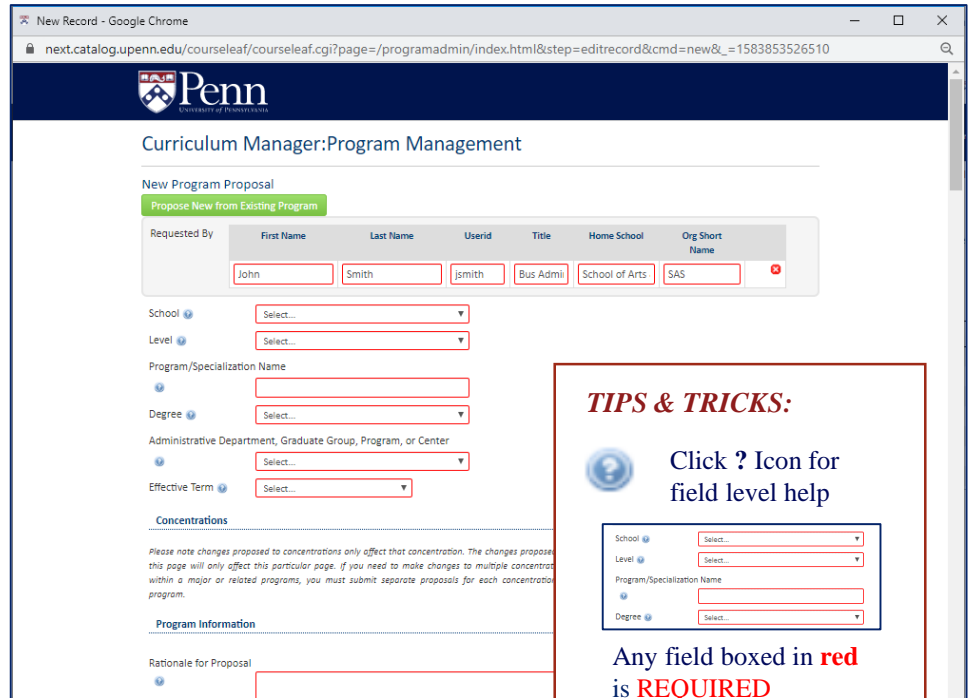


### EDIT A PROGRAM

- Search for the course to be edited.
  - Use an asterisk (\*) in the search box as a wildcard, e.g. *political\**
- Double-click on the program in the program listing to open the program
- Click the **Edit Program** button
- Scroll through and make additional edits to proposal, then choose:

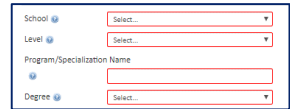


### PROPOSE A NEW PROGRAM



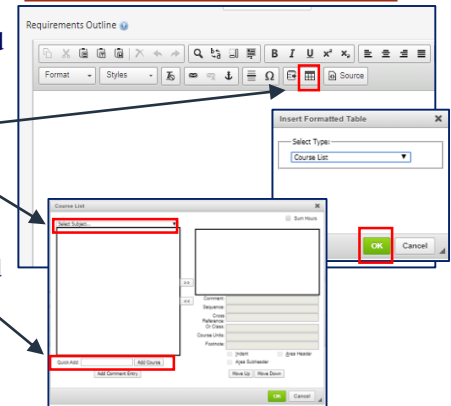
### TIPS & TRICKS:

Click ? Icon for field level help

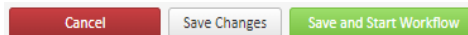


Any field boxed in **red** is **REQUIRED**

- Click Propose New Program from the Program Management page
- Complete all required fields
- In the Requirements Outline area in the Catalog Information section:
  - If the requirements are already attached, enter "See attached"
  - Otherwise, click to select and add courses to the Program
  - Click OK to open the Course List to:
    - Search by Subject to find course and use to move to right
    - OR** enter course in the Quick Add area and click Add Course



- When all information has been entered, choose



- Cancel:** Deletes the proposal
- Save Changes:** Saves proposal but does not start the routing
- Save and Start Workflow:** Routes the proposal through the workflow for approval

### INACTIVATE A PROGRAM

- Search for the program to be edited
- Double-click on the program in the program listing to open the program
- Click the **Inactivate Program** button
- Complete required fields and click Start Workflow