

HOW TO EDIT A PROGRAM

This guide outlines the steps to Edit a Program through Curriculum Manager: Program Management. For additional information on CM, please click [here](#).

Edit a Program - Login

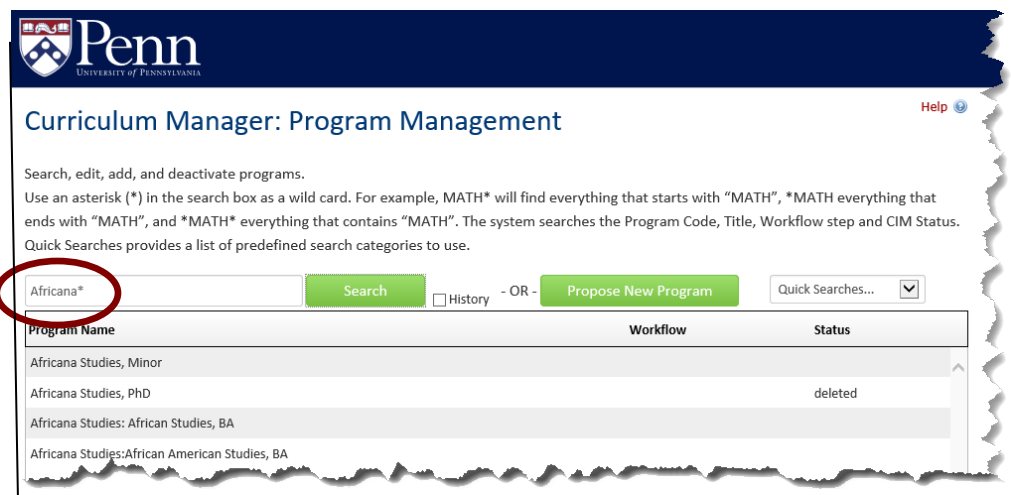
- Navigate to the *Curriculum Manager: Program Management* [page](#)
- Enter your **Username** and **Password**
- Click on **[Log in]**
- Click on the **Log In icon**



The screenshot shows the Penn WebLogin interface. It includes fields for Username and Password, a Log in button, and links for 'Forgot PennKey username / password?' and 'Log Out PennKey'. A red-bordered overlay box titled 'Please Complete Log In' is positioned over the Log in button and the Log Out PennKey link. The overlay contains the text: 'In order to authorize your ability to update, please click the icon to complete your log in.' and a small circular icon with a red border.

Search for a Program

- Use an asterisk (*) in the search box as a wild card
- The entire proposal is available for reviewing by scrolling down on the current page before making any edits



The screenshot shows the 'Curriculum Manager: Program Management' search results page. The search box contains 'Africana*' and is circled in red. Below the search box is a table with columns for Program Name, Workflow, and Status. The table lists several Africana Studies programs, including 'Africana Studies, Minor', 'Africana Studies, PhD', 'Africana Studies: African Studies, BA', and 'Africana Studies:African American Studies, BA'. The 'Africana Studies, PhD' entry has a status of 'deleted'.

- Click on **[Edit Program]**



- Provide edits to the Program, as needed
- Once edited, there are three options:
 - **Cancel:** Cancels any current changes on the proposal
 - **Save Changes:** Allows for saving any changes on the current proposal
 - *Note: Save Changes does not start the workflow.*
 - **Start Workflow:** Routes the proposal through the workflow process

