.login-to-approval-queue

1. Access the Curriculum Manager Resource Page and click Approval Queue

2. Enter your PennKey and Password then click Log In

3. Click the red Log In Icon

approve-a-course-program-proposal

- CM generates different types of alert emails based on the nature of the notification.
  - FYI – informational
  - Prompts for Action
- The link located in the email directs the user to the Approval Queue
- Login to the Approval Queue directly or click the link in the approval email

- If accessing via the email link, the proposal will be selected and “Your Role” will be pre-filled (Recommended)
- If accessing directly from the CM Resource page, select your role from the Your Role drop down above the blue bar, then select proposals in your queue for review

approver-options

- **Edit:** Approver can make minor edits, such as correcting typos, minor text revisions, etc.
- **Rollback:** Approver can rollback to any of the previous workflow steps, including the submitter, when major changes are suggested
- **Approve:** Once review is complete, the Approver can approve the proposal and advance it to the next step within the workflow

- Edits are color-coded so new information displays as **green** and removed information displays as **red with strikethrough**