

Curriculum Manager

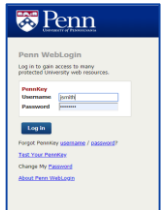
Program Management



LOGIN TO PROGRAM MANAGEMENT

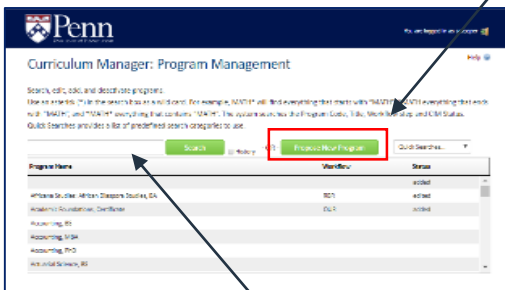
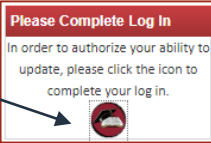


1. Access the [Curriculum Manager Resource Page](#) and click Program Management



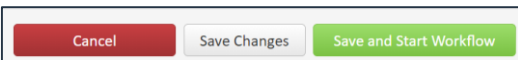
2. Enter your **PennKey** and **Password** then click **Log In**

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

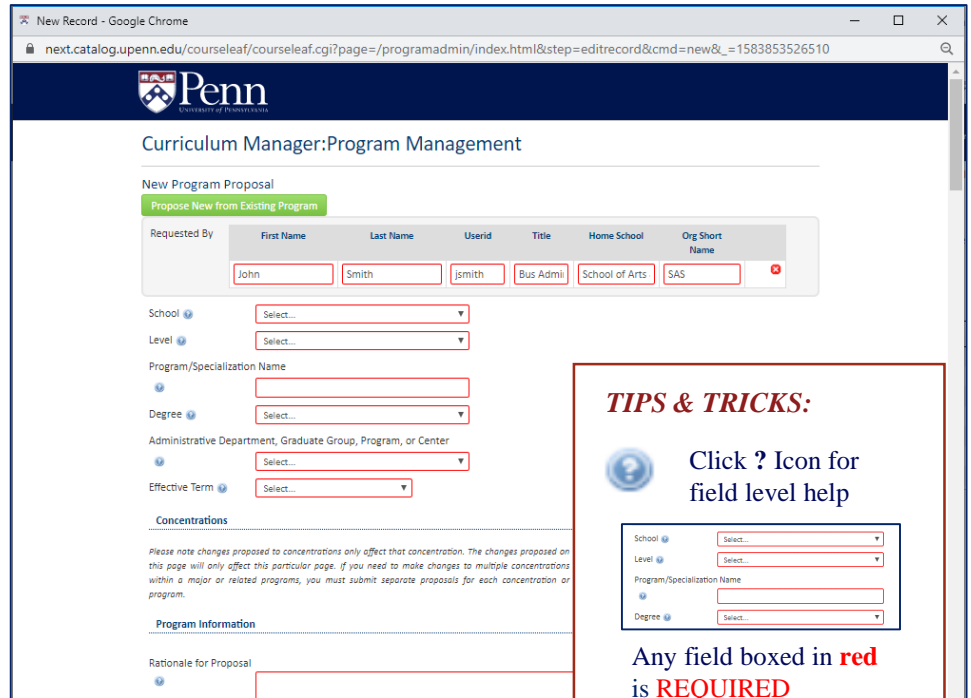


EDIT A PROGRAM

- Search for the course to be edited.
 - Use an asterisk (*) in the search box as a wildcard, e.g. *political**
- 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



- 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

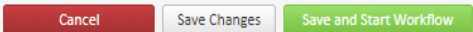
TIPS & TRICKS:

Click ? Icon for field level help

Any field boxed in red is **REQUIRED**

- The following fields will drive the workflow:
- School Level (or Division)
 - Administrative Dept.
 - Graduate Group

When all information has been entered, choose



- Cancel:** Deletes the proposal
- Save Changes:** Saves proposal but does not start workflow. Use if completing proposal in more than one sitting
- 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