

Curriculum Manager

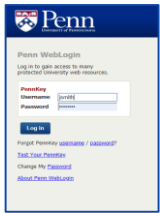
Role Maintenance



LOGIN TO MANAGE ROLES:

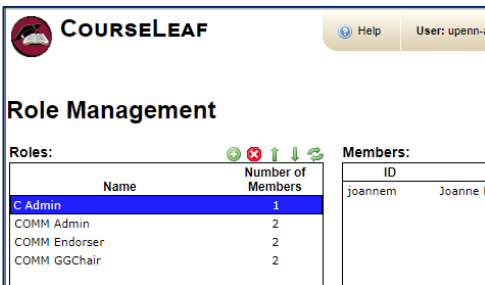
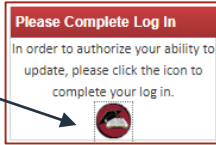


1. Access the [Curriculum Manager Resource Page](#) and click CourseLeaf Console



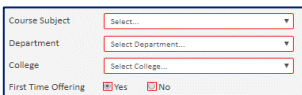
2. Enter your **PennKey** and **Password** then click **Log In**

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



TIPS & TRICKS:

Click ? Icon for field level help

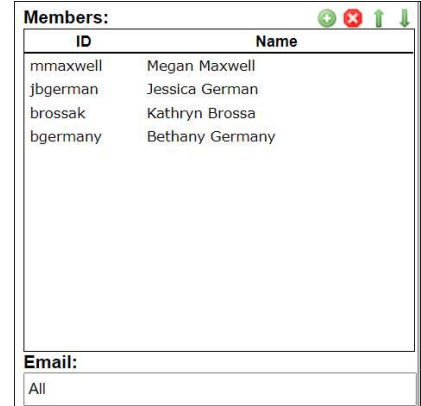


Any field boxed in **red** is **REQUIRED**

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.

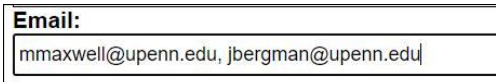


- To add a Member to a role, click
 - The Members box will appear listing all current members
 - If a new member needs to be added, click to enter the PennKey **in lower case ONLY**

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

- To remove a Member, highlight the role and click
- To reorder the workflow order, highlight a role and click
 - The first Member listed will receive an email notification when a proposal is assigned to that role
 - To ensure ALL Members in a role receive email notifications, type "all" into the Email field as shown above
 - 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 FreshDesk 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