## 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

### Role Management

<table>
<thead>
<tr>
<th>Roles</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>C Admin</td>
<td>mmmaxwell Megan Maxwell</td>
</tr>
<tr>
<td>COWH Admin</td>
<td>jgerman Jessica German</td>
</tr>
<tr>
<td>COWH Enabler</td>
<td>brossak Kathryn Brossa</td>
</tr>
<tr>
<td>COWH GCHair</td>
<td>bgermany Bethany Germany</td>
</tr>
</tbody>
</table>

### 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.

1. To add a Member to a role, click +
   a. The Members box will appear listing all current members
   b. 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

2. To remove a Member, highlight the role and click -

3. To reorder the workflow order, highlight a role and click ▲ ▼
   a. The first Member listed will receive an email notification when a proposal is assigned to that role
   b. To ensure ALL Members in a role receive email notifications, type “all” into the Email field as shown above
   c. 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