

CurricUNET  
Notification and Approval Process

Quick Reference Sheet  
Main version

1. CurricUNET has sent an email prompting you to review and take action on a curriculum proposal. Click on <http://www.curricunet.com/Saddleback> to enter the CurricUNET site.
2. Enter your **LOGIN** information:
  - > your User Name is \_\_\_\_\_
  - > your Password is \_\_\_\_\_(User Name and Password are case sensitive.)  
Click on **OK**.
3. Left-hand column
  - > **Track**
  - > **My Approvals**
4. **Approval Process** dropdown/selection box: Select your role from the list and click on **NEXT**.
5. You may review the proposal in different ways.
  - > **WR** icon: Course Outline
  - > **CI** icon: Impact on other courses and programs
  - > **CC** icon: For a proposal that is a revision of an existing course or program, this shows proposed changes
  - > **VS** icon: View actions taken thus far in the approval process for this proposal
  - > **C!** icon: View both actions and comments on this proposal, identified by individual
6. After reviewing the course proposal, click on the **Action** button
  - > **Comments** are optional. Remember everyone can view your comments.
  - > Select the **action** you wish to take from the dropdown/selection box. Click **Save**.
7. After taking action you will be presented back to the "My approvals" page, proposals will be displayed, with any additional approvals for the selected role.