Originator Approval Action Steps

CurricUNET

Quick Start Guide

1. **Track**

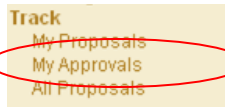2. **Select Role**

3. **Action**

When your proposal has reached a level that requires you to take action to move it forward in the approval process, you will receive an email message from the system stating **"Following Approvals need your attention."**

> **To avoid having a proposal returned to you, please be sure that you have used the *Track My Proposals* steps and have entered all needed corrections *before* taking approval action.**

1 Track

Left Side of Screen

At the left side of the screen click on **My Approvals** under **Track**.

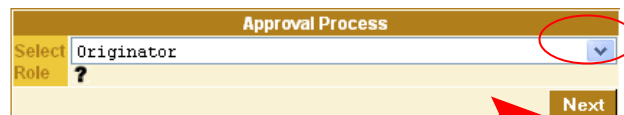## 2 Select Role

At the right side of the screen under **Approval Process**, click on the **drop-down menu icon** and select the role of **Originator**.
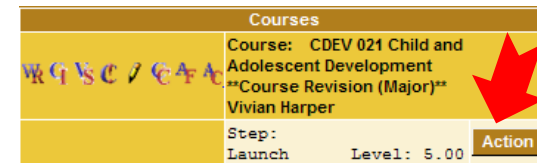
Right Side of Screen

Click **Next.**

3 Action

At the right side of the screen under the course information click on **Action.**

Right Side of Screen

In the **Comments** box at the bottom of the screen,

Bottom of Screen

enter a statement that all comments have been addressed, or if there are requested changes that you do not want to make, enter that you would like to address the Curriculum Committee regarding those specific requested changes.

The action "**Advance to next step**" will be displayed in the drop-down menu.

Click on **Submit**. The course will now be locked and you will not be able to enter any other changes.

The course will no longer show on your approvals list, however you can continue to monitor its progress through the approval process by using the *Track My Proposals* steps.