




















Starting & Launching a Proposal

- Step 1 ⇒ Go to **otc.curriculum.com**
- Step 2 ⇒ Read through the instructions on the welcome page
- Step 3 ⇒ Click “Login” (top right)
- Step 4 ⇒ Click  New Proposal (top left)
- Step 5 ⇒ Select the form for the appropriate process and college (click on the form name so it is highlighted)
- Step 6 ⇒ Click  to Start Proposal (to the right of the form name)
- Step 7 ⇒ Click  to Turn Help Text on (top right)
- Step 8 ⇒ Click  to Import Data from the Catalog (top left)
- Step 9 ⇒ Click  to Select Catalog (far right)
- Step 10 ⇒ Select Filter from Drop Down Menu (middle)
(Best Practice is to filter by Prefix, if you know the Code you may add that as well)
- Step 11 ⇒ Type in Prefix (e.g. MTH) and Code if wanted (e.g. 110)
- Step 12 ⇒ Click “Search Available Curriculum”
- Step 13 ⇒ View “Search Results” and Click on the Desired Course
- Step 14 ⇒ Review Data (Import **all** fields even if changes are to be made)
- Step 15 ⇒ Click “Import This Item”
- Step 16 ⇒ Click  to Turn Help Text back on (right of left side)
- Step 17 ⇒ Complete the Required Fields (*) but **do not** change the imported data at this point (**Important!**). (The Help Text will help you know how to complete the fields so make sure it is on.)
- Step 18 ⇒ Click  to Launch Proposal

PLEASE NOTE: YOU ARE NOT DONE, YOU MUST NOW APPROVE
THE ORIGINATOR STEP BEFORE IT CAN MOVE ON

Editing & Approving Proposals

- Step 1 ⇒ Go to **otc.curriculum.com**
- Step 2 ⇒ Read through the instructions on the welcome page
- Step 3 ⇒ Click “Login” (top right)
- Step 4 ⇒ Click “My Tasks” (top left)
- Step 5 ⇒ Hover Over the Proposal on Which You Wish to Work
- Step 6 ⇒ Click  to Turn Help Text on (right of left side)
- Step 7 ⇒ Click  to Edit Proposal with Desired Changes (note: by launching first, edits will appear in **red** when others review it)
- Step 8 ⇒ Perform Any of the Following:
- ⇒ Click  to Perform an Impact Report (e.g. see what courses use this course as a prereq)
 - ⇒ Click  to Print the Proposal
 - ⇒ Click  to Expand the form to Full Width (easier editing)
 - ⇒ Click  to View Comments & Discussions (shows edits)
 - ⇒ Click  to View Proposal History (and where it is headed)
 - ⇒ Click  to see Signatures (**do not use**)
 - ⇒ Click  to Upload or View Attached Files (e.g. Program)
 - ⇒ Click  to Approve (if you have logged in and if it is your step, you will then get a Decision Box allowing you to approve, reject, etc.)
 - ⇒ Click  to Set a Custom Route (**do not use**)
 - ⇒ Click  to To Create a Crosslist (if originator)

If you have followed the above steps and are experiencing difficulties, please contact Renee Graves at gravesr@otc.edu or call ext. 8115: