# Ozarks Technical Community College

# Curriculog Instructions - New Program

| Step | Action on Screen | Directions |
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| 1 | | Directions to start, launch, edit and approve a new course proposal. |
| 2 | To access the site, please go to https://otc.curriculog.com | To begin, access the Curriculog site at otc.curriculog.com |
| 3 | Curriculog Homepage | This is the Curriculog homepage.  To login, navigate to the top right and select **Login**.  Enter your OTC username and password and hit enter or click login. |
| 4 | My Dashboard | Here you are able to see your **Dashboard and Notifications**. This serves as the gateway to all proposals and notifications. |
| 5 | Point to **+New Proposal** | Next, navigate to **New Proposal** located under **My Tasks**. This will open the workflow to begin a new proposal. |
| 6 | Click on **New Program Proposals** | Select **Next 10** and navigate to the **New Program Proposal**. |
| 7 | Click **Start Proposal** | As you hover over the proposal, click the blue circle to the right and start proposal. |
| 8 | Click on **Help Tex**t | For clarification and assistance with the content for some fields, click on the blue circle with the i to open the **Help Text**. |
| 9 | Complete New Program Form | All new program data and material will need to be entered. Complete **all** fields in the form (see New Program video tutorial for assistance). |
| 10 | Launch | Once the form is completed, the proposal can be launched.<br><br>Scroll to the top of the form and select the blue filled arrow pointing right, **Validate and Launch Proposal.**<br><br>If all fields are completed you will be prompted to launch the proposal.  If a field is left blank, an error message will display. You can select, **Show Me**, to take you to the field that is missing data.  The missing fields will be highlighted in orange. |

| 11 | Scroll to top to **Show Current** | If changes are made, scroll to the top.  Under User Tracking, click **Show Current** > **Show Current with Mark Up**.  As you scroll through the proposal you can see the changes are marked in red. |
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| 12 | Approve | Now it is time to approve the proposal to send it on to the next workflow.  Go to the upper right hand side, under **Proposal Toolbox** and click **Decisions** (the blue circle with the white check mark). <br><br> Select **Approve**.  If you want to make a comment regarding your decision, you can enter it in the comment box and it will visible throughout the approval process for other to see and comment on if desired. <br><br> Now select **Make My Decision.** <br><br> The proposal has moved on in the workflow and is complete. |
| 13 | Go to my proposals | The proposal can be monitored under **My Proposals**. |
| 14 | Concludes Training | This concludes the new program proposal.  If you have any questions please contact me at gravesr@otc.edu. |