Curriculog Reference Guide
How to sign in, start, and launch a new proposal in Curriculog.

Accessing and logging in to Curriculog

1. To access the Curriculog software, please use the following link: https://umb.curriculog.com Use your UMB First.Last@umb.edu and your regular email password to log in.

Starting and Launching a Proposal

1. To start a new proposal, click on the “+ New Proposal” Icon on the top right of your screen:

2. Once the page opens, select the type of action you want to proposal, you may limit the search by selecting the “Courses” or “Program” tabs.

Here you will decide if you need to fill out a New Course Form, Course Change Form, New Program Form, Program Change Form, etc.

Select “Next 10” on the bottom of the page until you find the form that you need.

Please be sure to select the appropriate form as you will see there are a number of options. UnderGrad and Grad are separate as are Program vs Course forms.
3. Once you find the form you need, select the check icon on the right hand side of the form name to start. Alternately, you can preview it also if you want to see what it looks like prior to starting it:

4. If you have selected a “Change” to an existing course or program or a reactivation request, a form will open to the right where you can enter applicable key information to retrieve the extant version of your item and then click “Search.

   If this is a REACTIVATION proposal, search for item to change, but make no edits to any course field and proceed to “Validate and Launch.” If there is information lacking in the current form, you will be alerted and only then should you enter information into the Re却ivation form. If this is a NEW proposal, you can skip to Step 7b as there will be no extant data available.

   “Prefix” = MATH, WGS, etc.
   “Code” = Course number 320, 612, etc.
   If this does not produce a result, try a word from the title of the course in “Name.”

   You may use * in place of any letter (113* will return 113G, 113L, etc.)
5. Once you click search, choices will appear below the search area. After finding the item to be changed, click the icon to Preview and Build the approval form (this brings over any extant data from the current working catalog into the form):
6. Once you click on your selected item, something similar to the below will appear. Run your eye over it briefly to be sure it’s the item you want, then click “Build” at the bottom of the window:
7. Once the form appears with the appropriate information, please fill in or edit as necessary. Specifically:
   a. Run **Impact Report** by clicking “Run Impact Report” icon in the dark ribbon above instructions:

   i. New window pops up, and you should select from the Acalog section the appropriate catalog (undergrad or grad), then click “Generate Report”: 

   ![Image of Impact Report window]

   ![Image of Generate Report button]

   ![Image of Report generated successfully]

   ![Image of Close Window button]
ii. When Impact Report appears in a new window:

review it (this will show programs and pre-requisites which currently include this course), make note of any information that might require you contact other departments or faculty such as a course being cross-listed or the impact of a program change on another program, then select the entire report and paste it into the window in the form:

Be sure to click “Save All Changes” now and occasionally as you work your way through the form.
b. Make necessary edits to other fields as needed, noting that * denotes a required field.

c. Be sure to attach required rationale and all other necessary documents (such as syllabus, etc.) as indicated near the bottom of the form by clicking the paperclip icon to the right:

d. Add a brief comment in the “Originator Comment” Field to alert readers what changes are being requested in this proposal. This doesn’t need to be a restatement of the rationale, but rather something like “change title, description, and pre-reqs” or “change to major requirements” etc.
NOTE: Do NOT change any data shown in fields BELOW the “Administrative” line.

e. CLICK “Validate and Launch Proposal”

8. Now the proposal will be “Launched” into the governance workflow—note the black box on the upper right—click the “x” to close the comment box. You, as the originator, are the first step in that process, so you will now see your proposal under “My Tasks” at the top left of the form.

End of this section; Next Job Aid covers the next step of approving proposals which need your attention.