Curriculog Guide
Account Settings
Curriculog Guide – Account Settings

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http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/
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Curriculog

Curriculog is a workflow, collaboration, and approval-tracking platform with the flexibility to respond to evolving institutional and accreditation requirements. Adopted in 2014, the online system will replace the paper versions of Coordinating Board Management (CBM) forms and other methods of proposing and approving changes to courses, programs, policies, and catalog text.

Features
Curriculog creates the ability to:

- Communicate changes to university curriculum to entire community.
- Provide historical logging of comments and voting at each level of approval
- Help users understand impacts of change for other courses and programs that may depend on other courses (prerequisites, Core, plan-required courses).
- Track in real time the progress of proposals
- Develop agendas and meet virtually (via voting and comment logging) or in-person to discuss proposals.
  - Smart phone, Ipad, and laptop users can also enter comments and cast votes/make decisions.
- Interface with other UH systems (PeopleSoft and Acalog (catalog)) in order to reduce duplication of effort and opportunity for manual entry errors when inputting approved changes into the external systems.

Training
Training information is located on the RAR – Catalog and Curriculum Management website:
http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/

Accessing Curriculog
URL
  - https://uh.curriculog.com
Credentials
  - Who has access?
    - All faculty and the staff that need to support the proposal process will have access to Curriculog.
  - Username and password
    - Initial username and password will be emailed directly to the individual.
  - Login support
    - Forgot Password
      - Please email Curriculog@uh.edu for password reset. UHIT cannot reset this password for you.
    - No Account
      - If you do not have an account in Curriculog, please complete the form located on the Catalog and Curriculum Management website to have an account created for you.
        http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/
Login

1st. Go to https://uh.curriculog.com

2nd.

3rd.
User Accounts

Accounts
From your personal dashboard there will be two tabs available under the Accounts Module of Curriculog.

Users
This tab will display a list of all users within Curriculog. You may sort results by Name, Role Type, or Entity using the drop-down menu in the upper left. You may also use the alphabet links to filter the list of Users displayed. Hovering over a user row will highlight it blue-gray and display an envelope icon to the right of the user’s name. Ten results will display in the pane; selecting “Next 10” or “Previous 10” will allow you to scroll through pages of results.
When hovering over a user, an envelope icon will appear to the right in that row. The envelope indicates you may send a message to that user. Emails will be sent from your email account and are not maintained within Curriculog.

Selecting a user row will display that user’s Account Summary in a flyout on the right pane. This view displays the user’s name, email address, any roles that have been assigned to the user and any committees those roles are associated with.
My Settings
Navigating to the “My Settings” tab and selecting your user row, you will be able to view the Account Summary for your account.
• Personal Information
  o You have the ability to change your name, email information and your password in the Personal Information section of the Account Summary.
  o Selecting “Change Password” will display a dialog box prompting you to enter your current password, new password, confirm new password and select “Update Password”.

• Roles and Committees
  o Below the Personal Information section of the Account Summary, you will see Roles and Committees listed. From the user area you will not be able to add or edit your roles and committees.
  o If you need to change your roles and committees assignments, please send a request to Curriculog@UH.edu

• User Rights
  o Within User Rights are the Permissions. The System Administrator controls these options.
  o Within User Rights are the User Preferences. You have the ability to determine the frequency of notifications regarding proposals.
    ▪ Signature Pin – approval steps beyond the Originator step (first step) requires a Pin (four-digits, like an ATM Pin) to be entered in lieu of a wet signature. This Pin has already been created for those that participate in steps requiring use and can be viewed at any time by navigating to this area and clicking on ‘View Pin’. If you want to change your Pin, please be sure to click ‘Save Preferences’ to record the change in your User Account.
    The System Administrator can assist you with changing you Pin, if you have need.
  o Those areas the user cannot edit will be grayed out.
  o If you make any changes to this area you will need to select ‘Save Preferences’.
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