Starting & Launching a Proposal

Step 1 ⇒ Go to csula.curriculog.com
Step 2 ⇒ Read through the instructions on the welcome page
Step 3 ⇒ Click “Login” (top right)
Step 4 ⇒ Click to 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. MATH) and Code if wanted (e.g. 1210)
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 csula.curriculog.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 other 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
   - Click to View Proposal History (and where it is headed)
   - Click to see Signatures (Department Chair or Dean’s Step)
   - Click to Upload or View Attached Files (e.g. syllabus)
   - 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 (not advised)
   - Click to To Create a Crosslist (if originator)

If you have followed the above steps and are experiencing difficulties, please contact one of Cal State LA’s Curriculog Managers:

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