


















Starting & Launching a Proposal

- Step 1 ⇒ Go to MYHOFSTRA to get into the portal
- Step 2 ⇒ Click on the app section for the Curriculog Icon
- Step 3 ⇒ Click  New Proposal (top left)
- Step 4 ⇒ Select the form for the appropriate process and year (click on the form name so it is highlighted)
- Step 5 ⇒ Click  to Start Proposal (to the right of the form name)
- Step 6 ⇒ Click  to Turn Help Text on (top right)
- Step 7 ⇒ Click  to Import Data from the bulletin (top left)
- Step 8 ⇒ Click  to Select Bulletin (far right)
- Step 9 ⇒ 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 10 ⇒ Type in Prefix (e.g. MATH) and Code if wanted (e.g. 100)
- Step 11 ⇒ Click “Search Available Curriculum”
- Step 12 ⇒ View “Search Results” and Click on the Desired Course
- Step 13 ⇒ Review Data (Import **all** fields even if changes are to be made)
- Step 14 ⇒ Click “Import This Item”
- Step 15 ⇒ Click  to Turn Help Text back on (right of left side)
- Step 16 ⇒ 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 17 ⇒ 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 MYHOFSTRA to get into the portal
- Step 2 ⇒ Click on the app section for the Curriculog Icon
- Step 3 ⇒ Click “My Tasks” (top left)
- Step 4 ⇒ Hover Over the Proposal on Which You Wish to Work
- Step 5 ⇒ Click  to Turn Help Text on (right of left side), **if needed**
- Step 6 ⇒ 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
 - * Click  to View Proposal History (and where it is headed)
 - * Click  to see Signatures (Dean’s Step and EPC)
 - * 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.)

If you have followed the above steps and are experiencing difficulties, please contact Hofstra’s Curriculog Manager, Dia Whyte on ext. 3-6170 or via email at Dia.Whyte@hofstra.edu.