

Starting a Sustainability Course Attribute Proposal

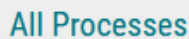
1. Login to Curriculog, <https://pitt.curriculog.com/>

A rectangular button with the word "Login" in blue text.

2. Click New Proposal

A dark teal rounded rectangular button with a white plus sign and the text "New Proposal" in white.

3. Choose the Courses tab

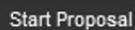
A light gray rounded rectangular button with the text "All Processes" in teal.A white rounded rectangular button with the text "Courses" in teal.

4. Navigate to the MCSI - Sustainability Attribute Approval process

A teal header bar with the text "MCSI - Sustainability Attribute Approval" in white.

3 mandatory 3 total

5. Click Start Proposal

A dark gray button with the text "Start Proposal" in white.

6. Complete all the required and necessary fields.
7. Click Validate and Launch Proposal

A teal rounded rectangular button with a white checkmark icon and the text "Validate and Launch Proposal" in white.

8. Locate the Decisions tab on the left column.

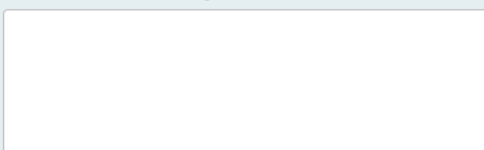
A dark teal rounded rectangular button with a white checkmark icon and the text "Decisions" in white.

9. Choose your option then click Make My Decision

What would you like to do with this proposal?

- Approve
- Reject
- Hold
- Suspend
- Cancel
- Custom Route

Please comment on your decision below.

A large white rectangular text input field with a light gray border.A dark teal rounded rectangular button with the text "Make My Decision" in white.