UNLV | GRADUATE COLLEGE

Login, Approval, Review and Basic Navigation in Curriculog

In this guide you will find:

1. Login steps into curriculog for generic and personal ACE accounts.
2. Reviewing, approving or rejecting, and commenting on proposals.
3. Attaching or reviewing attached documents in curriculog.
4. Checking on the approval process and who are the accounts approving a proposal at any given time.
5. Finding the dates and times of university level committee meetings and submission deadlines.
6. Which form to choose depending on your goals.

1. Login steps into curriculog for generic and personal ACE accounts.

1.1 Personal ACE account login:
- Access: https://unlv.curriculog.com/
- Login using your UNLV ACE account. (see https://www.it.unlv.edu/ace)

1.2 Generic ACE account login:

For the graduate coordinator and department chair accounts, Curriculog is setup via the use of the generic account, e.g. departmentname.gradcoord@unlv.edu, or department.chair@unlv.edu.

To access proposals, the login must be made with the ACE account belonging to the generic email account. If you own a generic email account, please see the steps below. If you are a graduate coordinator or department Chair and are not aware if you have a generic email account please contact gradcurriculum@unlv.edu.

If you do not have access to the ACE account connected to your generic email account, contact the UNLV IT department at 702-895-0777 with specifically the following question:
"Can I have the username and password for the ACE account connected to (account)?*"* (please **do not offer them any further information** to avoid confusion)

With the correct details and login to curriculog through the correct generic account, the proposals awaiting revisions will show up under the mytasks tab.

1.3. Browser Tip:

To avoid login issues, please select a new browser window in private/incognito mode (to avoid cache problems). Please see more here:
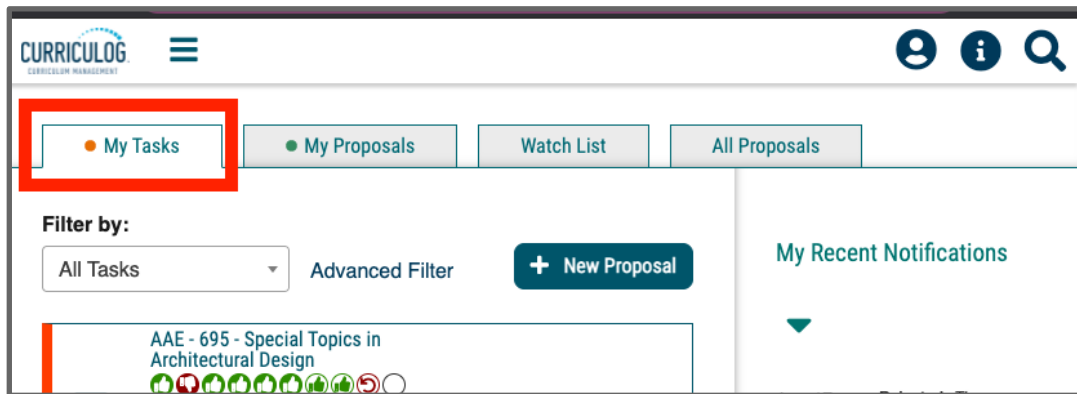
(Chrome):
https://support.google.com/chrome/answer/95464?co=GENIE.Platform%3DDesktop&hl=en
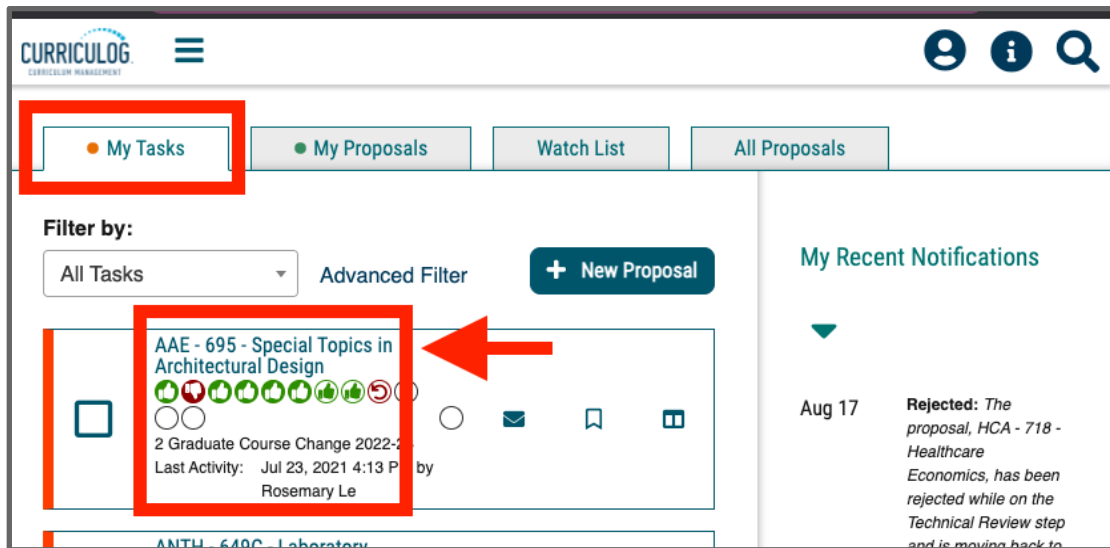
(Firefox):
https://support.mozilla.org/en-US/kb/private-browsing-use-firefox-without-history

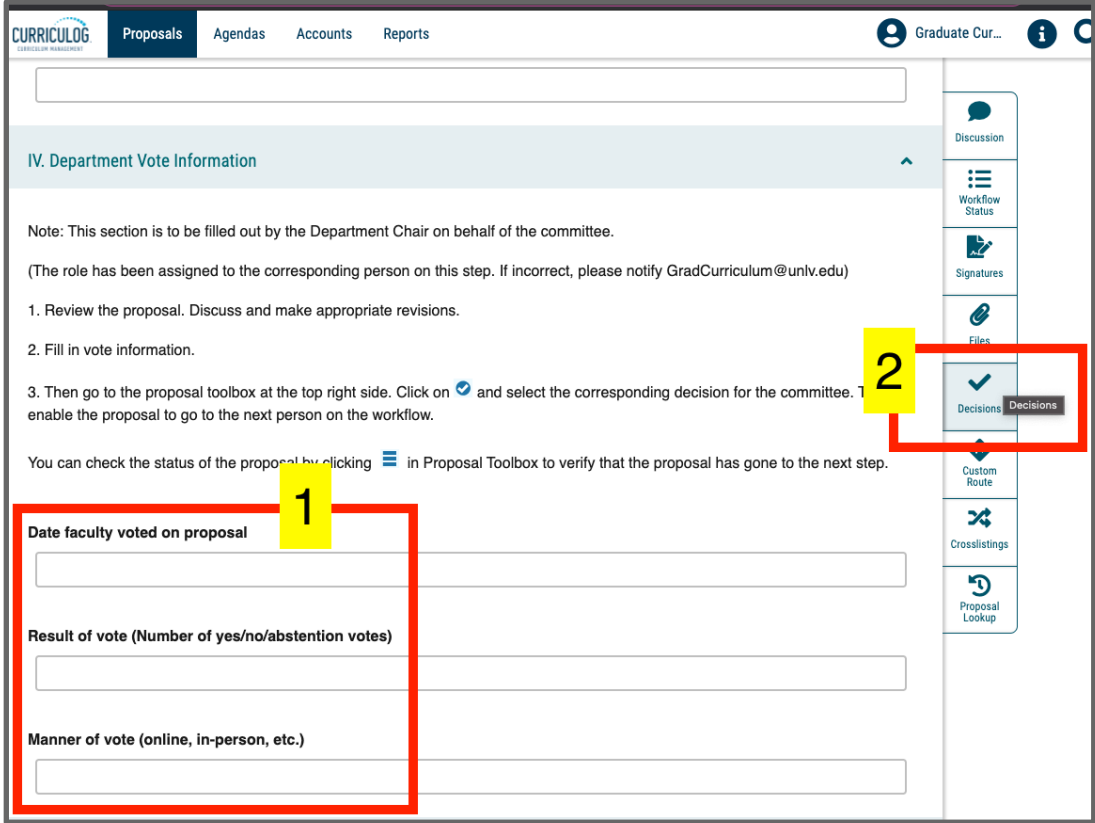# 2. Reviewing, approving or rejecting, and commenting on proposals.

2.1 Once logged into Curriculog, proposals that are awaiting for your review will be found under the "My Tasks" tab:
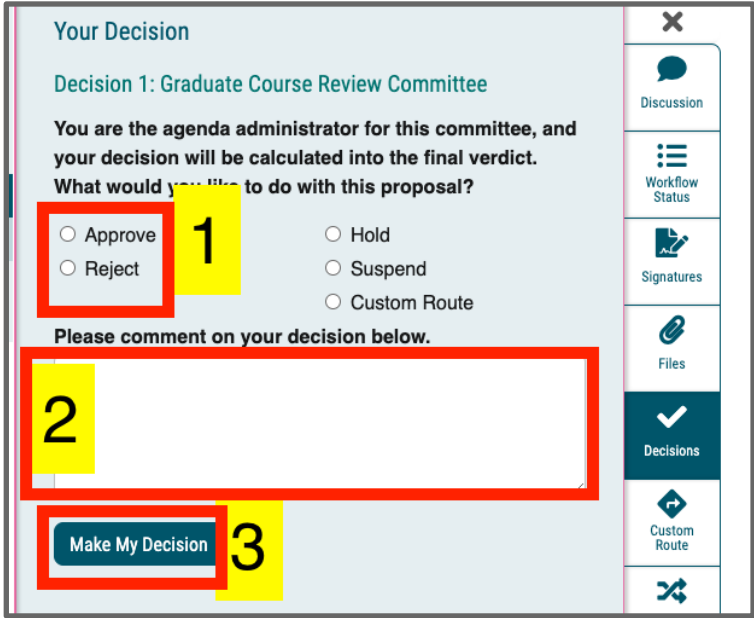

2.2 Click on the proposal name to open the proposal for review:

2.3 After reviewing the proposal, add the votes (1) if applicable to your role, and then click on decisions (2) to approve:
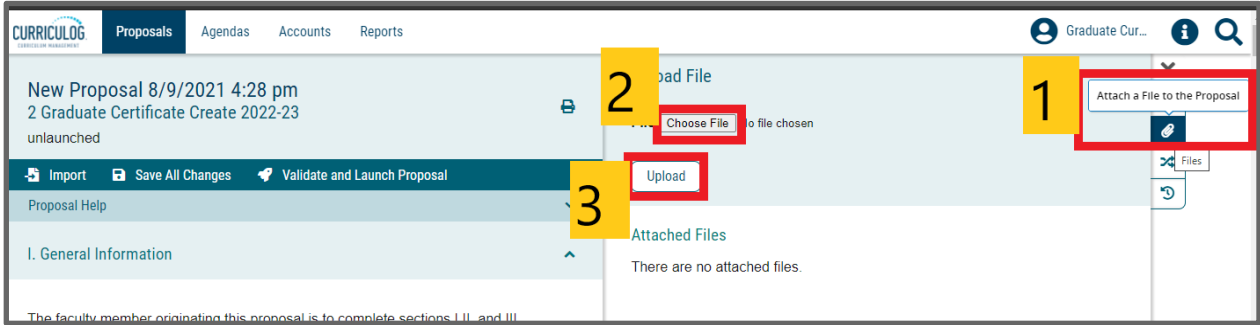

2.4 Make your decision and add an optional comment by clicking: (1) approve or reject, (2) optional comments, and (3) make my decision:

3. Attaching or reviewing attached documents in curriculog.

To upload documents into the form, please follow these 3 steps:

01. Click on the "attach a file" icon at the right of the form.
02. Click on "Choose File"
03. Click on "Upload"

To review documents: Click on the "files" icon at the right of the form (same icon as the upload).

4. Checking on the approval process and who are the accounts approving a proposal at any given time.

The "workflow status" will show you at which stage of approval a proposal is on at any given time, and also who is the account owner responsible for the approval:
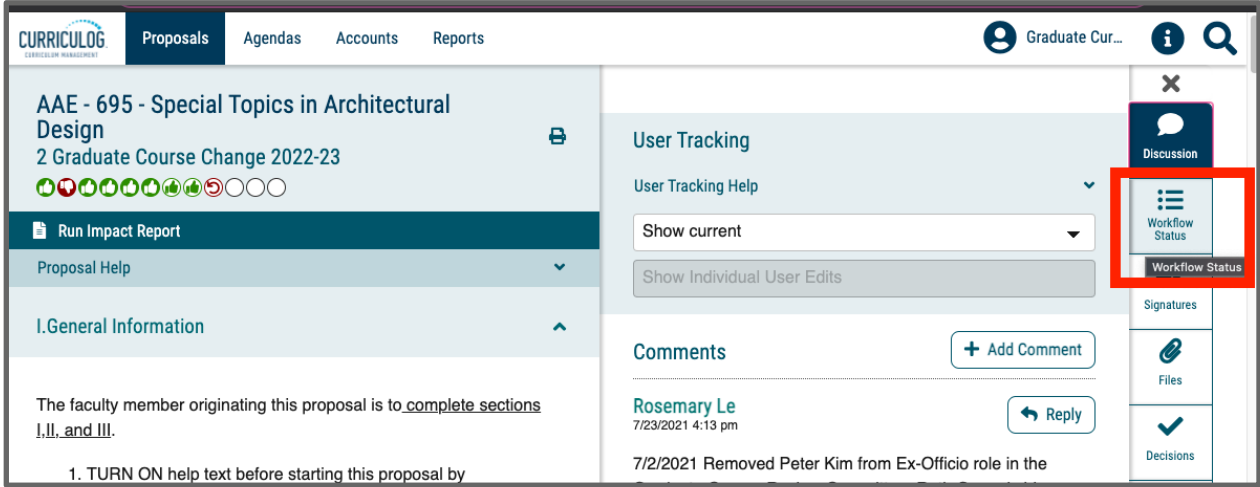
On the example in the screenshot below, the proposal has:

1. been approved by the College Dean, labelled "approved."

2. is now ready for the approval of the Graduate Programs Committee (GPC), through the accounts of the GPC Chair, and the supporting operational account of Graduate Curriculum, labelled "working."

3. After the approval the next step will be the Graduate College (GC)labelled "incomplete" at this time.
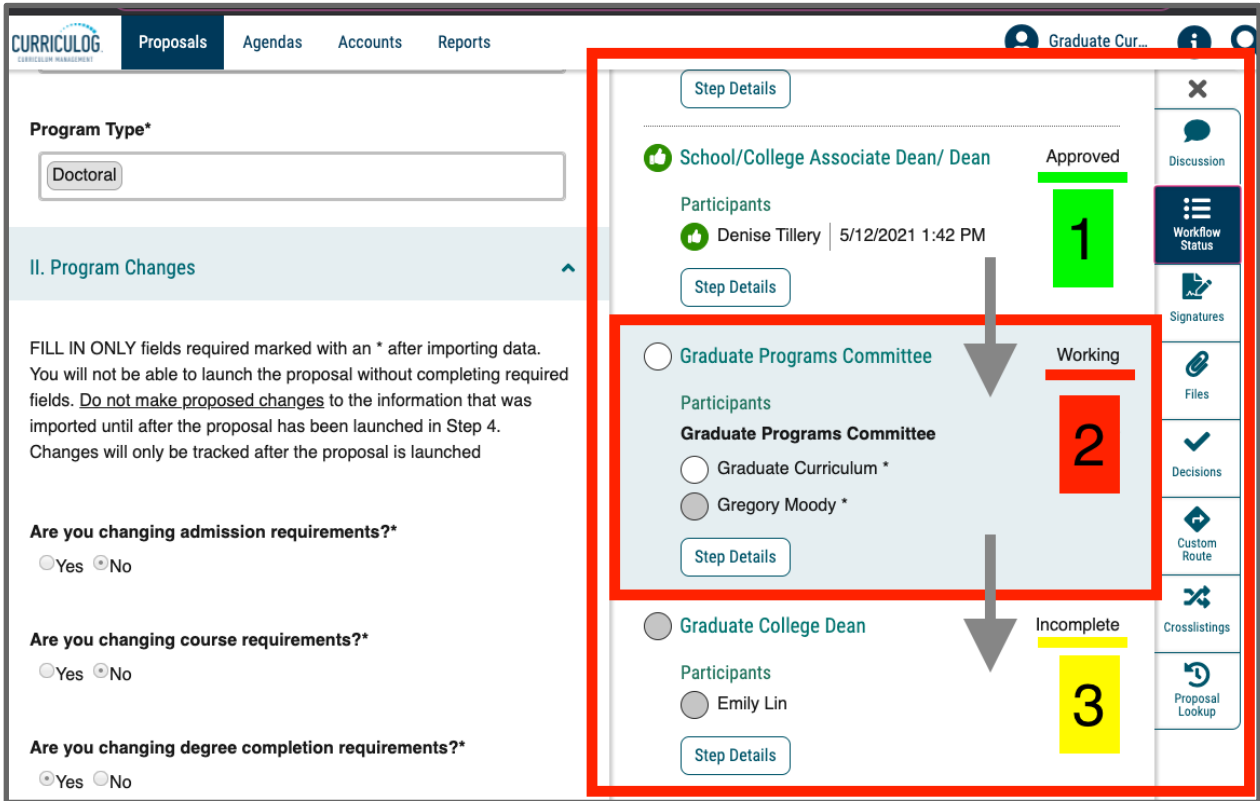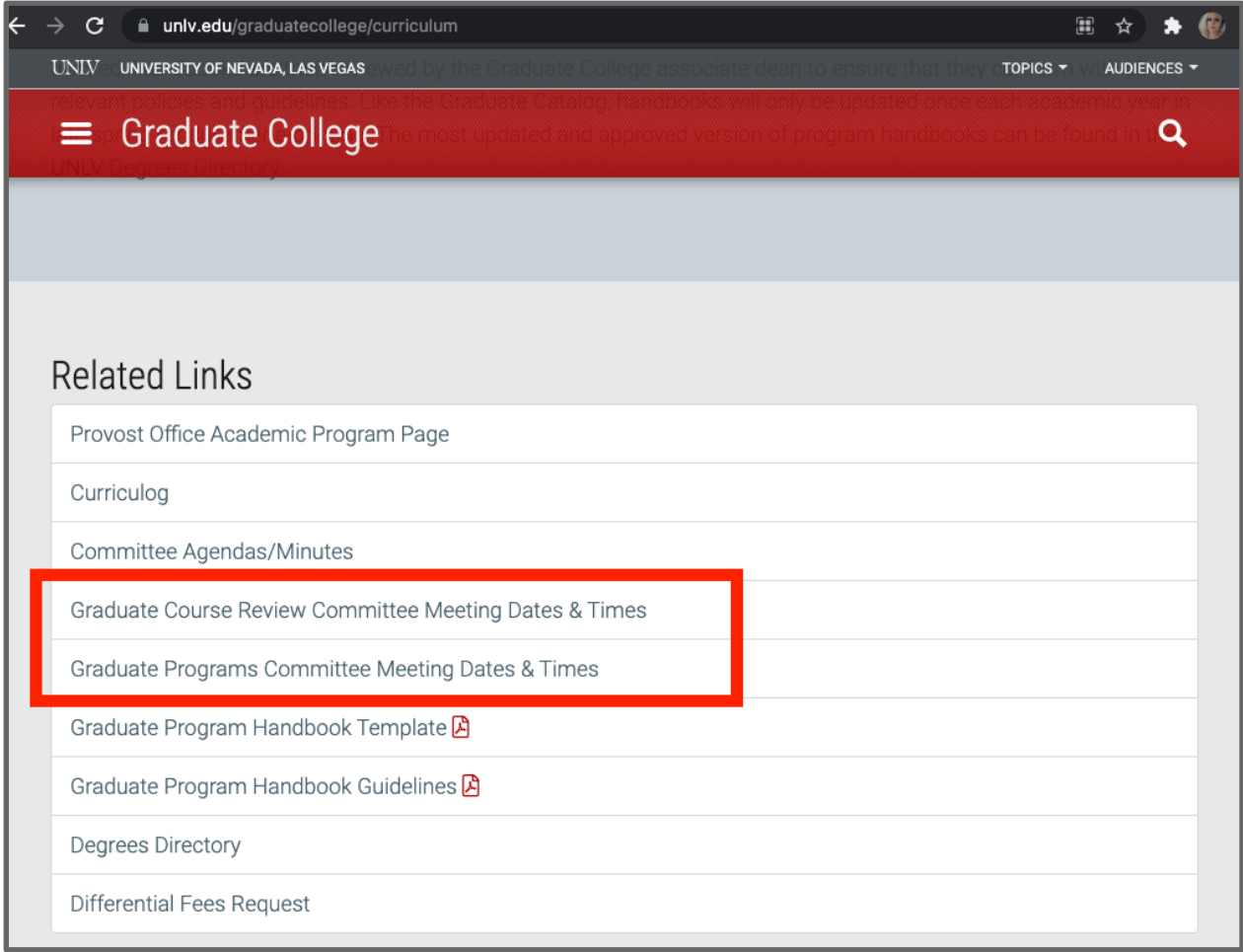
5. Finding the dates and times of university level committee meetings and submission deadlines.

You can find details of dates and times of the university level committee meetings at:

1. **Graduate curriculum website - related links section:**
   https://www.unlv.edu/graduatecollege/curriculum

6. Which form to choose? (depending on your goals):

Most forms in curriculog are self-explanatory, such as a "course change" form being the correct form to propose a course change. In this guide we will cover a few cases that may be less clear than the example above.

6.1. I need to change many courses at once: the **"course cleanup form"** is the form you will use. Please keep in mind that it is only intended for simple changes, such as just the prerequisites, or just the credits, etc. If you are unsure if your case is a good fit for a course cleanup form please contact gradcurriculum@unlv.edu.

6.2. I need to make a program name change: while the **"program name change"** form is the form used, this case will usually require a separate program change proposal using the **"program change"** form. The reason being that with a name change, many descriptive passages of the program may need adjustments.

6.3. I need to create a new program or subplan, but my courses have not been created yet: the "certificate create" (new certificate), "program create"(new program), or "program change"(certificate or program change) forms are the forms you will use according to your case. In parallel, you will submit all the new course proposals using an individual "course create" form for each of the new proposed courses. Please keep in mind that it is your responsibility to make sure you have all courses approved and open in time for students to enroll, as needed and in alignment to your program proposal.

6.4. I am changing, deactivating or deleting a program, but I have students enrolled that will be affected: in such cases please communicate with gradcurriculum@unlv.edu and help coordinate options that students may have in meeting requirements to their programs either in the existing program or in the newly revised program.

Additional Information, including committee meeting dates, university resources, and general guidelines available at: https://www.unlv.edu/graduatecollege/curriculum

QUESTIONS? Contact gradcurriculum@unlv.edu