

# CurricUNET Approval Action Steps

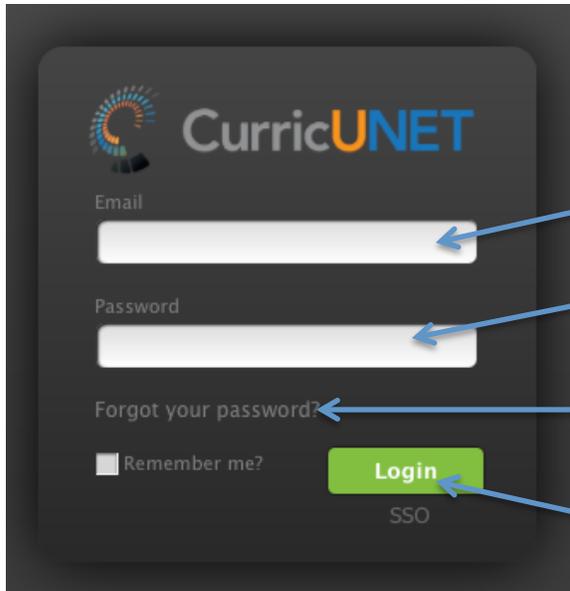
1

Go to CurricUNET website

<http://UAEU.CURRICUNET.COM>

2

Login to CurricUNET



The login form features the CurricUNET logo at the top left. Below it are two input fields for 'Email' and 'Password'. A link for 'Forgot your password?' is positioned to the left of the password field. A 'Remember me?' checkbox is located below the email field. A green 'Login' button is at the bottom right, with 'SSO' text underneath it.

Type your email here (...@uaeu.ac.ae)

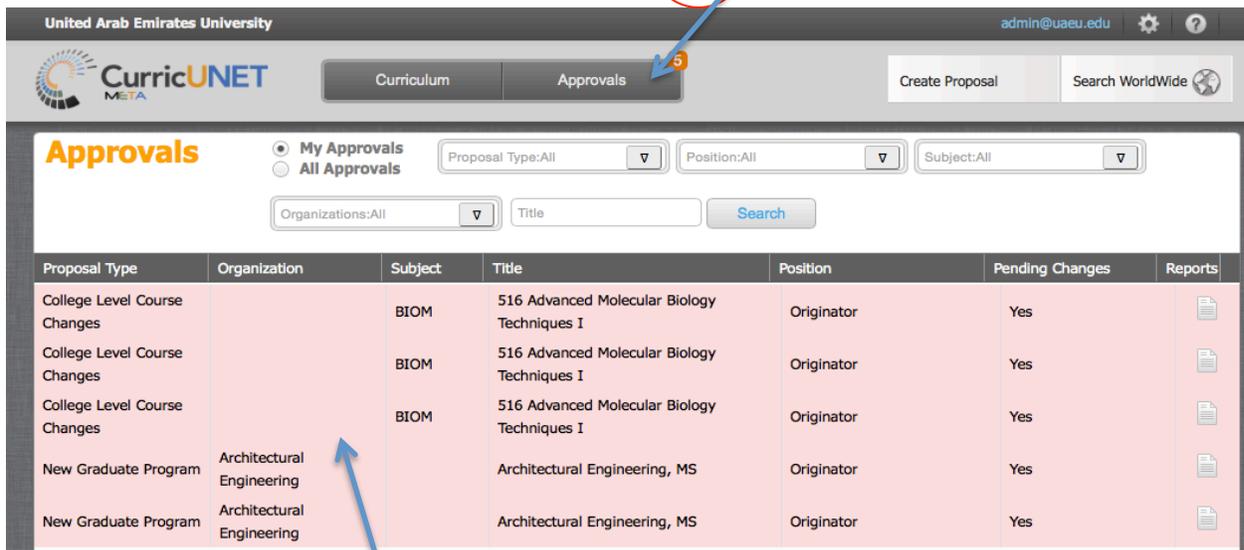
And your password here

Click here if you forgot your password

Click here to proceed

Click here to display approval required

3



The dashboard shows the 'Approvals' section with a navigation bar containing 'Curriculum' and 'Approvals' (highlighted with a red '5'). Below the navigation bar are search filters for 'Proposal Type', 'Position', and 'Subject', and a 'Search' button. The main content is a table of proposals.

Proposal Type	Organization	Subject	Title	Position	Pending Changes	Reports
College Level Course Changes		BIOM	516 Advanced Molecular Biology Techniques I	Originator	Yes	
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College Level Course Changes		BIOM	516 Advanced Molecular Biology Techniques I	Originator	Yes	
New Graduate Program	Architectural Engineering		Architectural Engineering, MS	Originator	Yes	
New Graduate Program	Architectural Engineering		Architectural Engineering, MS	Originator	Yes	

4

Click on the title of the proposal you wish to take action on

Click here to review the proposal

Click here to select your action

Click "Commit" to save your comments in the system. The proposal will be moved to the next appropriate level and your actions will be recorded in the history

Click here to view Approval History

Click here to view Approval Status

**Approval Update for Originator**  
**College Level Course Change: BIOM 516 - Advanced Molecular Biology Techniques I**

View Course Proposal Outline Comparison Impact All Fields

Action: Select One

Comments

Commit

History Status

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Dept Arabic Translation Reviewer	Optional	No users assigned	Waiting On Changes	
	Originator	Required	Admin User	Pending	
	Originator	Required	Admin User	Pending	
	Originator	Required	Admin User	Pending	
03/03/2014 09:40 PM	Department Chair	Required	Admin User	Cancel Proposal	
03/03/2014 09:41 PM	Department Chair	Required	Admin User	Request Changes	
03/03/2014 09:41 PM	Department Chair	Required	Admin User	Request Changes	
03/03/2014 09:41 PM	Department Chair	Required	Admin User	Request Changes	
03/03/2014 09:41 PM	Department Chair	Required	Sofyan Alyan	Skipped	
03/03/2014 09:41 PM	Department Curriculum Committee Member	Optional	Amina Ahmed	Skipped	
03/03/2014 09:41 PM	Department Curriculum Committee Member	Optional	Asma Salem Awadh Al Menhali	Skipped	
03/03/2014 09:41 PM	Department Curriculum Committee Member	Optional	Sabir Muzaffar	Skipped	
03/03/2014 09:41 PM	Department Curriculum Committee Member	Optional	Synan AbuQamar	Skipped	
03/03/2014 09:34 PM	Originator	Required	Admin User	Launch	Launch

5

7

6

Enter any applicable notes here