

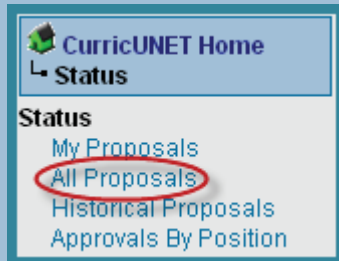
Check the Status of All Proposals



CurricUNET

Quick Start Guide

Check Status



Log in to CurricUNET.

Select **All Proposals**.

All course and program proposals will automatically populate on the screen.

Select the options in the search criteria at the top of the page to refine your search (optional). Click **[Go]**

Select the **[Check Status]** button next to the proposal you want to review.

Summary of Page

You will see the levels in the approval process that have been completed and the levels that are still pending.

Any comments that have been made are visible to read.

Click the **Course Report Icons** to view the reports.

Click the **[Hide/View Comments]** button to show or hide comments.

Click the **[Visual]** button to display the approval flow chart.

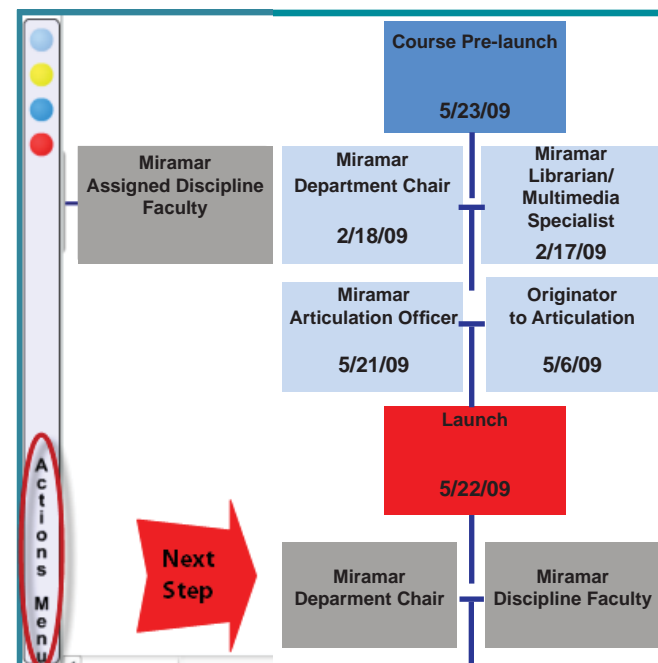
Visual

The Visual chart shows the approval flow already mapped out using grey boxes.

Once an action is taken on your proposal, the box turns color and is date stamped.

Refer to the **Actions Menu** on the left of the flow chart to determine what action corresponds to each color by moving your cursor over each dot.

Example: When the originator pre-launches a proposal, the first box in the flow chart turns blue.



Note: Some approval positions are optional review only and are not necessary to keep the flow of the proposal moving. If no action is taken by an optional position, the box remains grey, however, the proposal keeps moving through the system.