Guidelines to Originate a Course Proposal using CurricUNET

Welcome to CurricUNET! To originate a course, please follow the following steps:

1. Go to [www.curricunet.com/ohlone](http://www.curricunet.com/ohlone) (Use Internet Explorer)
   a. Enter user name (same as Ohlone user name) and your password. If you have not entered a specific password, the default password is "password". Then change your password as soon as you can.

2. For major or minor revisions
   a. On the CurricUNET home page, click on “Build – Courses”
   b. On next page, click on “Modify Active Course”
   c. On “Course Search” page, enter department name.
   d. On next page, click on copy course icon – Make all edits on copied course (pink)

3. For new course
   a. On the CurricUNET home page, click on “Build – Courses”
   b. On next page, click on “Create Course”
   c. Complete the course outline.

4. To launch the course into the approval process, complete these two steps:
   a. On the CurricUNET home page, click on “Build - Courses”
      i. On next page, click on 'Audit’ – located next to course number and name
      ii. Complete the indicated steps.
   b. On the CurricUNET home page, click on "Track - My Approvals".
      i. Select role (Originator) from the look-up table and then hit the "next" button.
      ii. Select the "WR" icon to review the word report version of the course outline.
      iii. Summarize the key revisions made in the "comment" section.
      iv. Click on the "action" button.
      v. Select an "action" from the look-up table (originate course) and click "save".

5. To track the progress of your course through the approval process, go to the CurriUNET home page and select “Track - All Proposals”. Find your course and click on “check status”.

6. To send the course along the approval path after revisions have been made in response to feedback from a person who has reviewed the course complete steps in 3 b (as stated above).

Select "VS" to view the Visual Screen of the Curricunet approval process. When a step is completed, it will be colored. You will only be able to open this screen if IS has installed "flash" on your computer. If needed, place a requisition to IS to complete the "flash" installation. This step is optional.