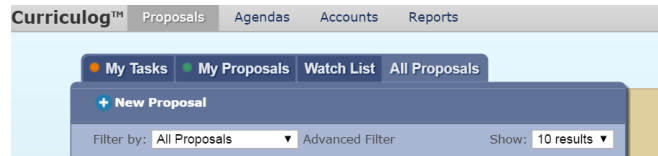



□ **Step 1** Access Curriculog at uky.curriculog.com

□ **Step 2** login using your **link blue** credentials


□ **Step 3** Click the 'All Proposals' tab 

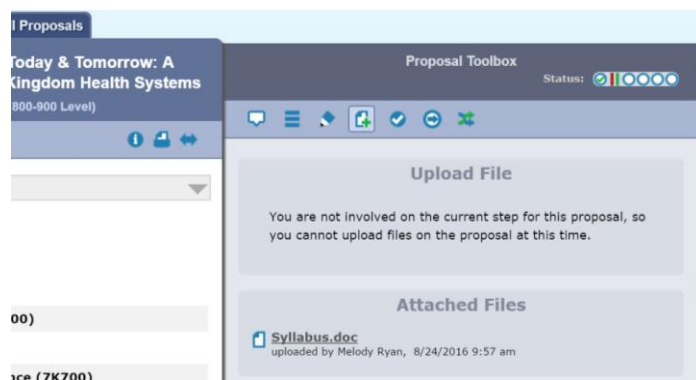
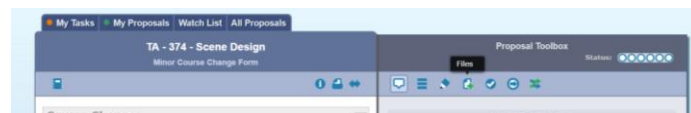


□ **Step 4** find the course you were assigned to review. You can filter courses by clicking 'Advanced Filter'

□ **Step 5** Click on the view proposal icon 



□ **Step 6** to view attachments click on the files icon  under proposal toolbox



Please note: Unlike ecats the department is unable to edit the proposal after it leaves the department chairs workflow inbox. The proposal can only be edited by the person associated with the step the proposal is currently on. If a proposal is in your inbox, please get permission from the proposal originator to make any necessary changes to the proposal.