**Chair approval Curriculog**

To approve proposals in curriculog, use the following instructions.

1. **Login to the eWeber Portal.**
   Type “Curriculum Proposals” in the search box. Add this app to your favorites list for future use. You will go here to approve all proposals. (You only need to do this step once if you put this app on your Favorites List)

2. **Login to Curriculog.**
   Be sure you are logged in by checking that your name shows in the light blue box across the top on the right side. If not, click on login and your name will pop up on the bar. You are now logged in. The left side shows a list of proposals and the right shows My Dashboard (a yellowish color).

3. **Review and approve Proposal.**
   Click on the My Tasks Tab on the light blue tool bar on the left side. This will list the proposals that you need to approve.

   - Click on the proposal that you need to approve.
   - Click on the Icon “Edit Proposal”. (Looks like a piece of paper with the corner folded down)

   When the proposal opens, on the right side under Proposal Toolbox click on the Icon with the check mark in the Blue circle “Decisions”. This opens a decision window where you can approve, hold, reject. Etc.
   - Click on your answer: approve, hold, reject, suspend etc.
   - Click on the button “make your decision”. Then the proposal moves on to the next step.

4. **Return to the list of proposals and make your decisions on the rest of those you need to approve.**

*Hint: You can go to My Task Tab and see your list of proposals or stay on All Proposals tab.*