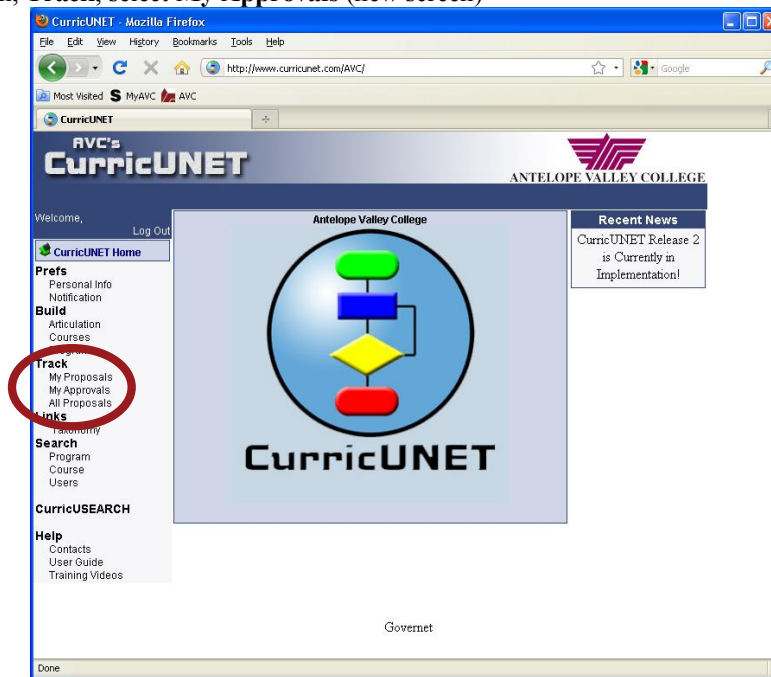
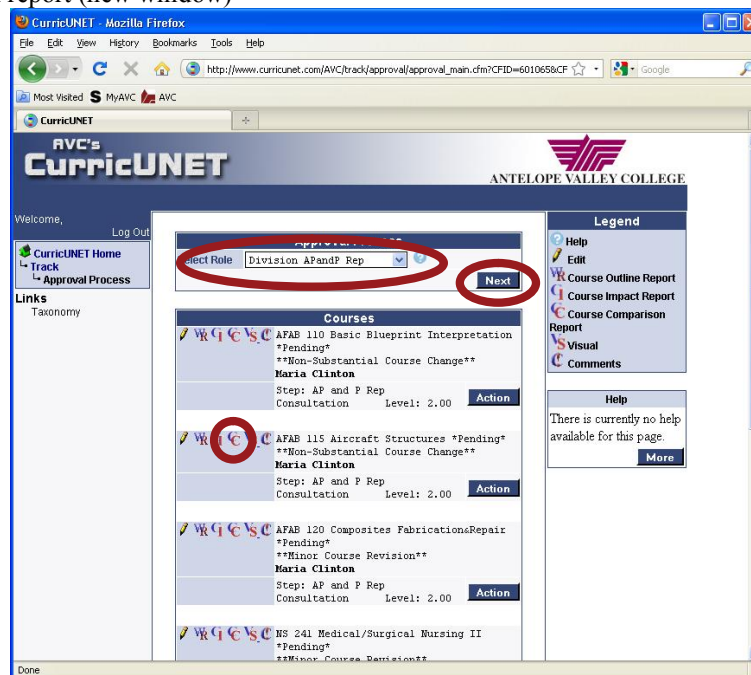


CurricUNET: Reviewing and Approving Submitted Courses

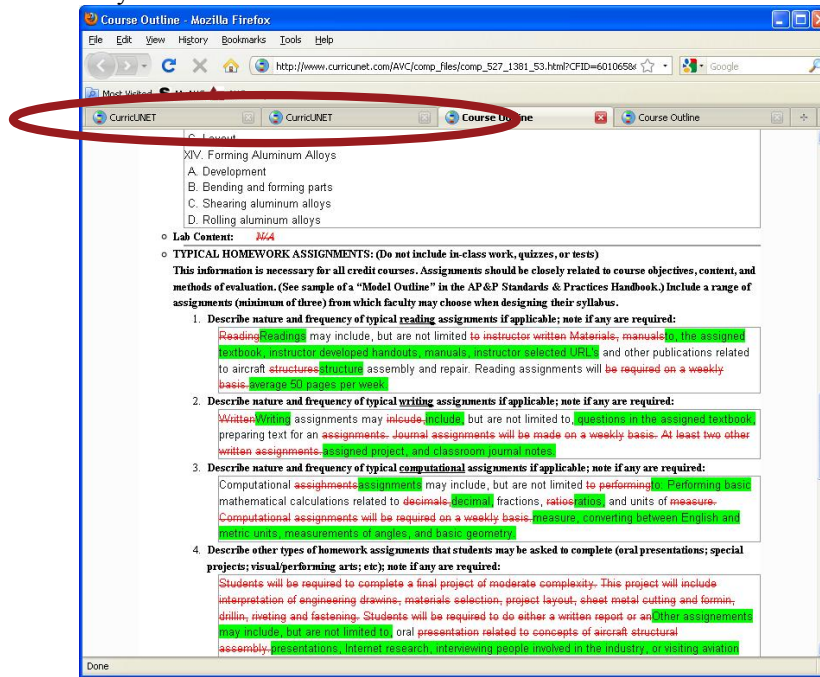
1. Click on <http://www.curricunet.com/AVC> to enter the CurricUNET site.
2. Enter your **LOGIN** information: (User Name and Password are case sensitive.)
 - > your User Name is _____
 - > your Password is _____Click **OK**.
3. Left-hand column, **Track**, select **My Approvals** (new screen)



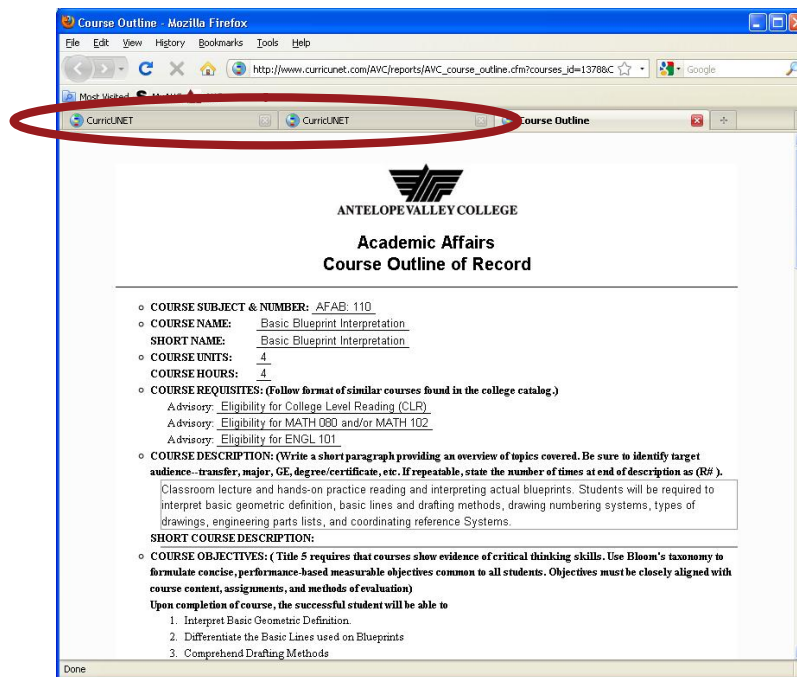
4. Center of page, **Approval Process**, **Select Role**, click **Next**, Select course and click the **CC icon** to view the course comparison report (new window)



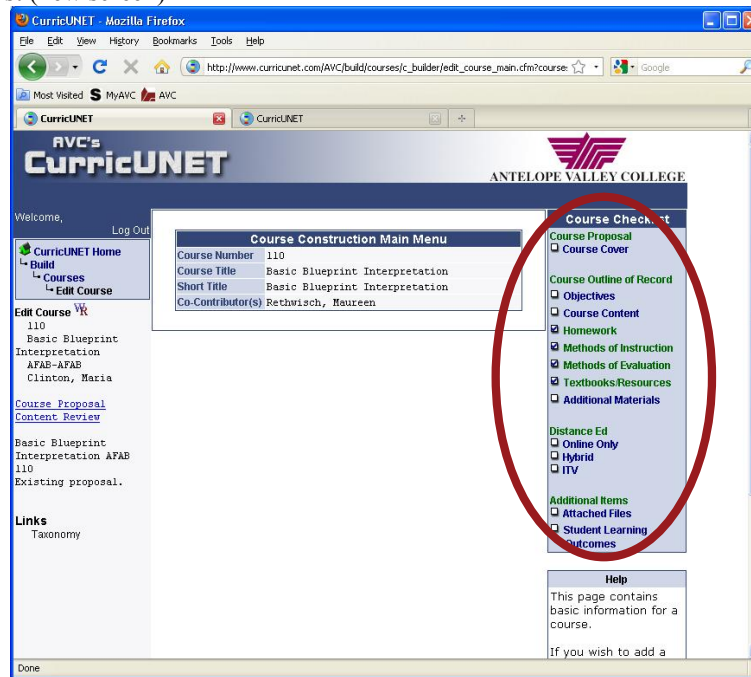
The Course Comparison Report will document the changes with Red crossed out wording and Green highlighted changes. Please remember that each report opens in a new screen, to navigate back to the CurricUNET site select the appropriate **Tab** in your internet Browser as shown below.



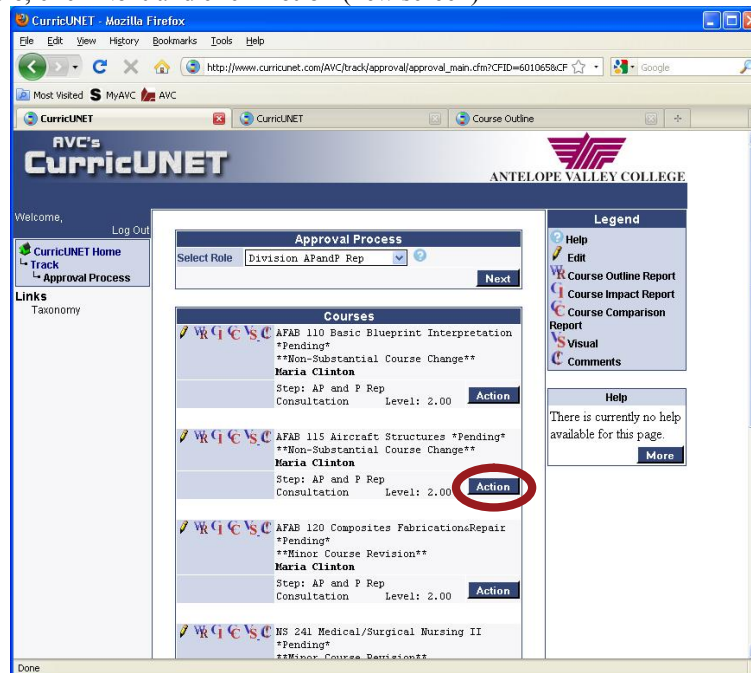
Or the Course Outline of Record without the track changes feature by clicking the **WR** icon (new window) (without the Red crossed out wording and Green highlighted changes). Please remember that each report opens in a new screen, to navigate back to the CurricUNET site select the appropriate **Tab** in your internet Browser as shown below.



- To review the Distance Education Proposal, click the **Pencil** icon and navigate through the checked boxes under the Course Checklist (new screen)



- After reviewing the changes, return to the My Approvals screen by clicking **CurricUNET Home** on the left column of the screen, **Track**, select **My Approvals** (new screen) return to the course listing by **Approval Process**, **Select Role**, click **Next** and click **Action** (new screen)



7. Enter the appropriate **Comment**, select the appropriate **Action** from the drop down menu, and click **Save**

