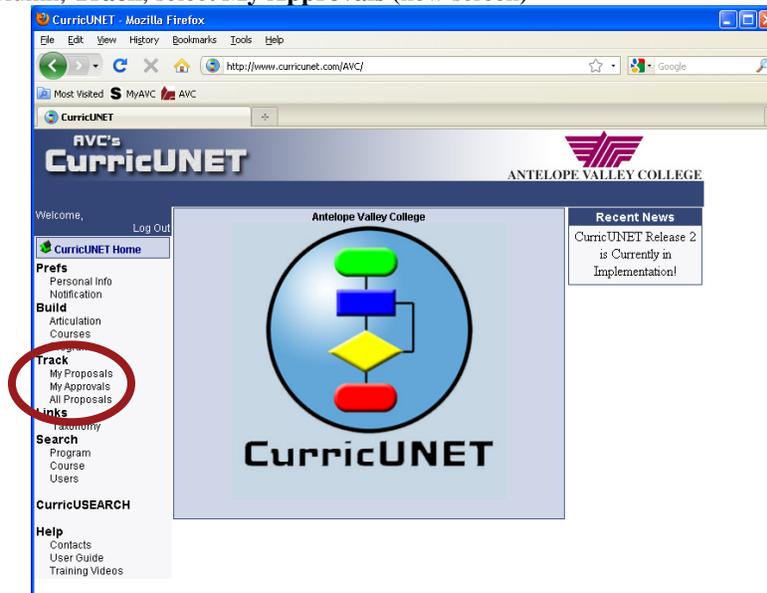
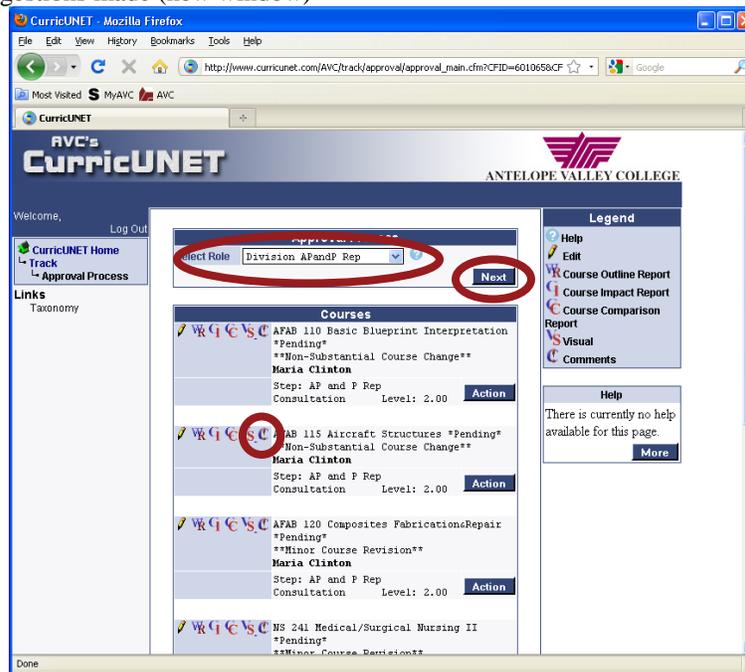


CurricUNET: Revising and Resubmitting Courses

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 **C!** icon to view the comments/suggestions made (new window)



5. Review the comments to determine if changes are necessary

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

The screenshot displays the 'Approval Process' form within the RVC's CurricUNET interface. The form contains the following fields:

Course	AFAB 110 Basic Blueprint Interpretation
Proposal Type	Non-Substantial Course Change
Step	AP and P Review
Description	Consultation
Comments	<input type="text"/>
Action	-- Select Action --

A red oval highlights the 'Comments' text box and the 'Action' dropdown menu. A 'Save' button is located at the bottom right of the form. The interface also includes a 'Help' sidebar on the right with instructions: 'Make comments in the comment text box. Select action from the drop-down menu. Non-support or non-approval requires an explanation.' and a 'More' link. The page footer includes 'Government'.

For additional information, contact your AP&P Representative by phone/email or contact the AP&P Office.