## CurricUNET: Revising and Resubmitting Courses

- 1. Click on <a href="http://www.curricunet.com/AVC">http://www.curricunet.com/AVC</a> 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



6. Click the **Pencil** icon and navigate through the checked boxes under the Course Checklist to make necessary revisions (new screen)

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7. After reviewing the comments and making necessary revisions, return to the My Approvals screen, return to the course listing and click **Action** (new screen)



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



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