USF Curriculog – Originator Approval Workflow Process

Welcome to the University of South Florida's Curriculog Originator Approval Workflow Process tutorial. This tutorial will focus on how a Proposer - or "Originator" in Curriculog-speak - moves a proposal forward in the Curriculog Approval Workflow Process.

To learn more about other types of course and program proposals, visit the USF Undergraduate Studies Curriculum website at https://www.usf.edu/ugs-curriculum-training. Tutorials on Course and Curriculum Proposals, as well as, resources for the Curriculog system can be found here.

For more assistance, please contact the Undergraduate Studies Curriculum team at UGS-DOCurriculum@usf.edu.

To optimize the Curriculog experience, it is best to use Firefox or Chrome as your browser. You can access the Curriculog system at https://usf.curriculog.com and click the login button. USF has a single signer login.

Originator - Moving a Proposal into the Approval Workflow Process

As the "Originator" or proposer, there are two ways to start the Approval Workflow Process in Curriculog. The first is after you "Validate and Launch" the proposal. A "Launch Proposal" screen will appear indicating there were no errors in the form. The text explains once the proposal is launched, it will start the approval workflow process. If you are ready to move the proposal to the next step, you will click the "Launch Proposal" button.
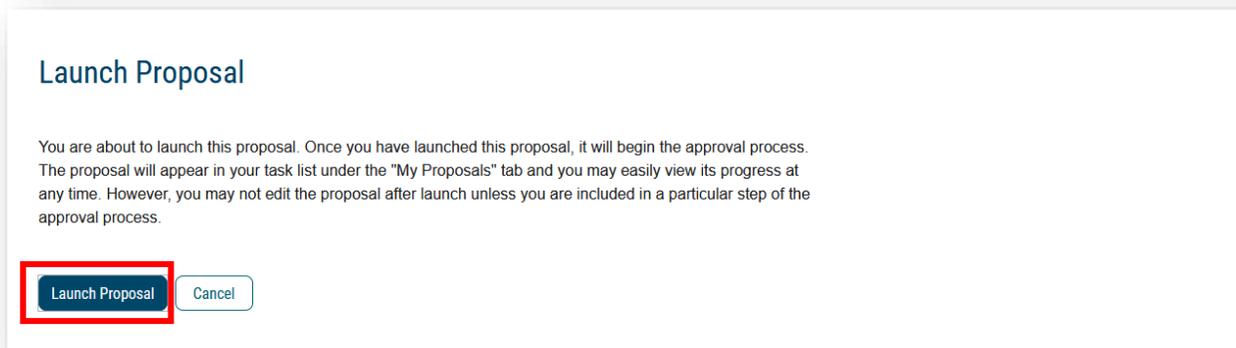
The other way to start the Approval Workflow Process in Curriculog is when you did not "Validate and Launch the proposal. You may have completed the proposal, but chose not to "Validate and Launch" it.

When you log into Curriculog, you will go to the "My Proposals" tab. A listing of the proposals for which you are the "Originator" or proposer is provided. When you find the proposal, you wish to move to the approval workflow process, under the title, it will say "Unlaunched." Click on the title to open the proposal.
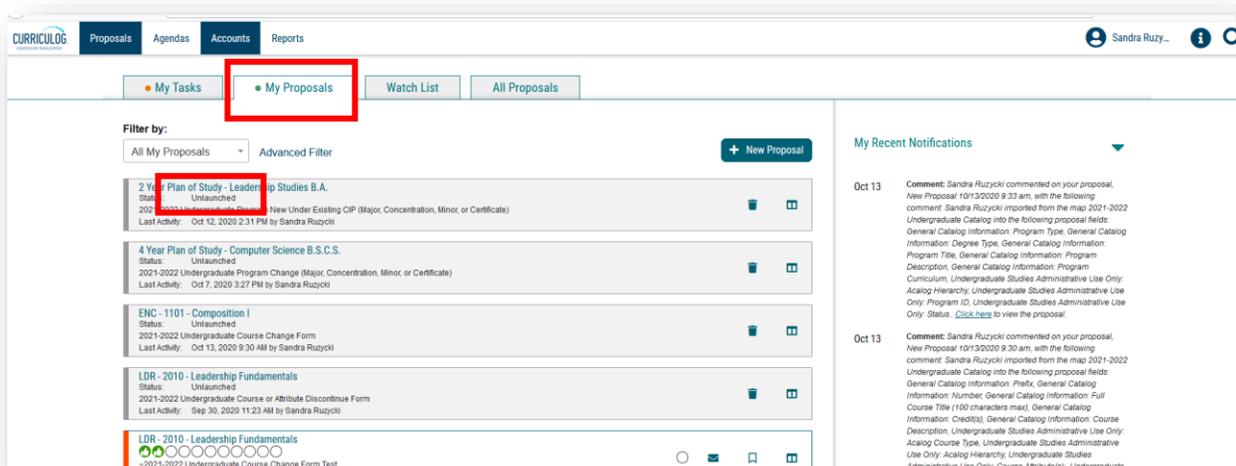
When the proposal opens, you will click the "Rocket ship" icon or "Validate and Launch" in the dark blue toolbar. You will follow the prompts to "Launch" the proposal.

If you have questions, please contact the Undergraduate Studies Curriculum team at UGS-DOCurriculum@usf.edu.
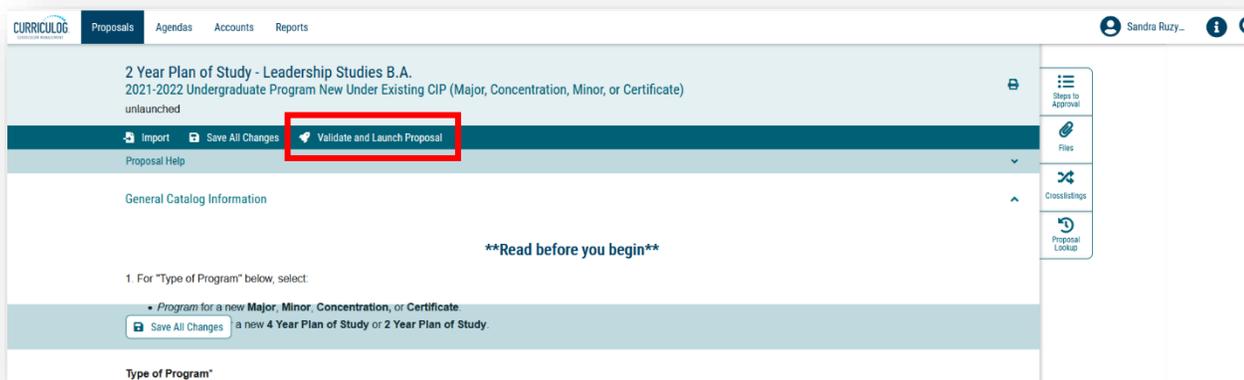
Originator Approval

Once you "Launch the Proposal," open the right side of your dashboard to display the "Workflow Status." You will click on the icon on the right of the dashboard that says "Workflow Status." In our example for a Course Change Proposal for LDR 2010, we see the first step is "Originator." In Curriculog, the proposer is called the "Originator." You will also see that the status is "Working." This means the Proposal is now ready for the "Originator" to approve and move the process to the next step which is the College.
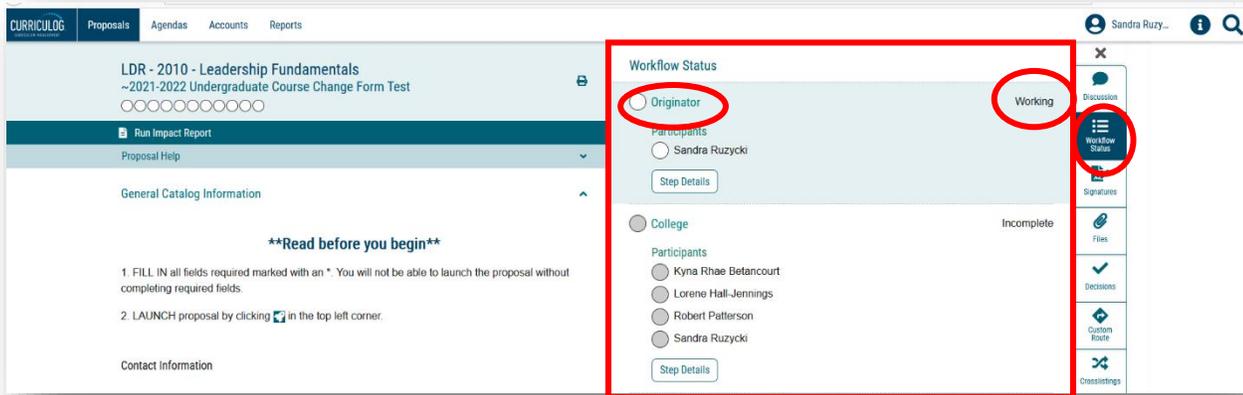
To view the place where you, the "Originator," can approve the proposal, click the "Decisions" icon or the "Checkmark" in the listing on the right side of your dashboard.

The right side of the dashboard will change to show the various decisions you can make as the "Originator." In most cases, you will either "Approve" or "Reject" the proposal as the "Originator." There may be times you want to place the proposal on "Hold" or "Suspend" the proposal. The "Cancel" and "Custom Route" options should not be selected.

If your decision is to "Approve" the proposal, be sure to add comments in the text field explaining this decision. In the comment area, you can also type in any responses which the next steps of the approval workflow process can view. For example, you could state "This course change is part of the department's accreditation efforts" or you could type "These changes reflect a department-wide effort to establish consistency." While you may have made these comments in the "Justification" area of the Proposal, if they are critical to the approval workflow process, you can repeat them in this area.

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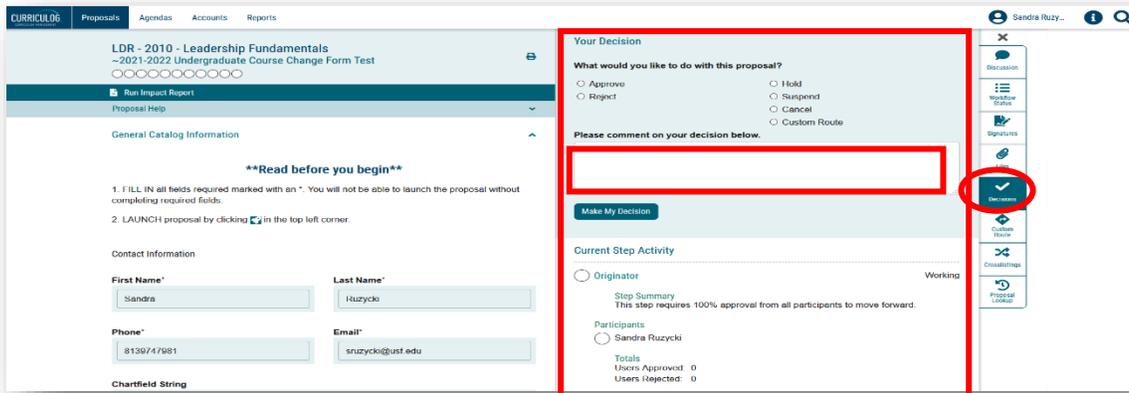
For our example, we will click in the "Approve" area, and click "Make My Decision." The screen will turn to gray as the proposal is loaded into the Curriculog system with your decision.
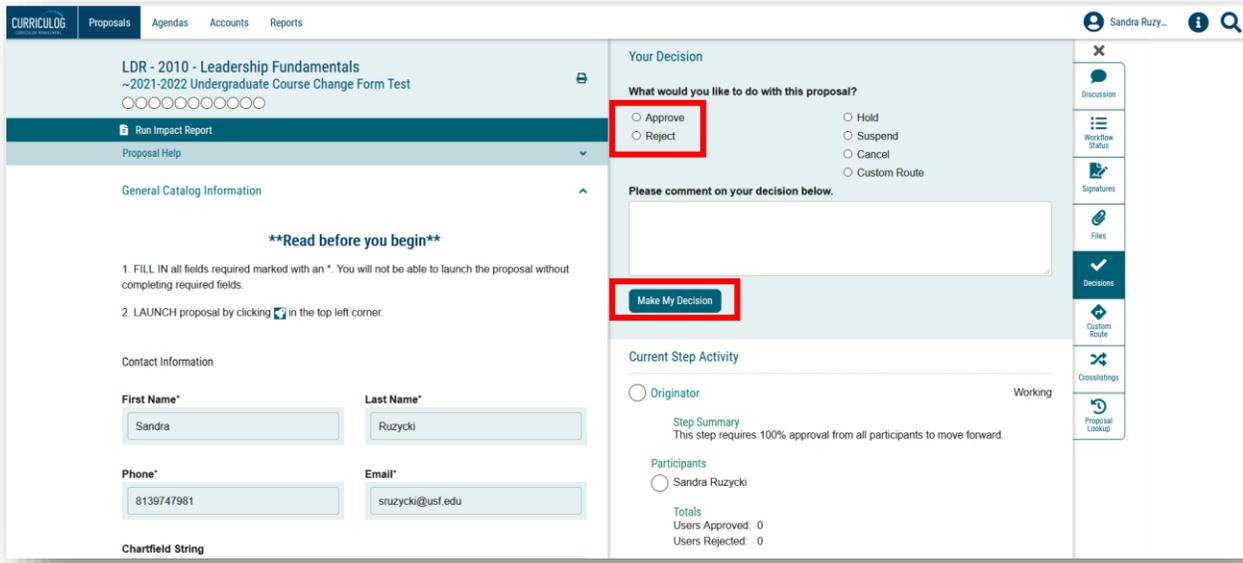
The Workflow Status area now changes to show the green "Thumbs Up" icon next to the "Originator" step. The status also changed to "Approved. A black box will also appear telling you the proposal has moved to the next step of the approval workflow process. Click the X in the black message box to close it.
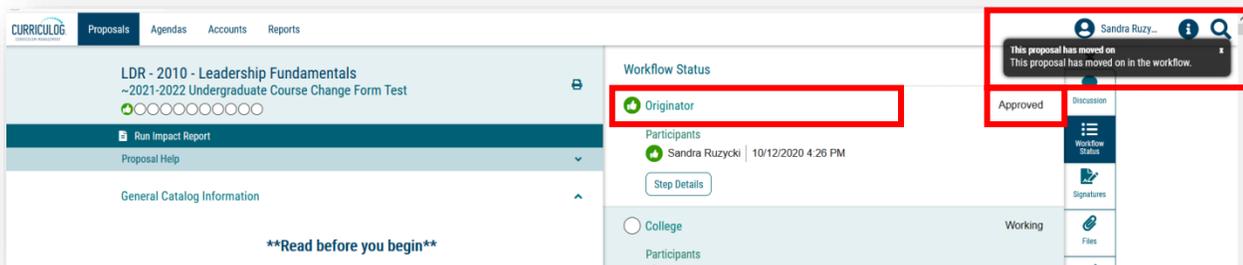
The College is the next step in the approval workflow process. The College will have the same list of decision options that you had as the "Originator." The College will review the proposal and complete the "College Review Only" section. They can also add comments in their approval workflow area. The College can then "Approve" the proposal.

The College can also "Reject" the proposal and send it back to you. Comments from the College on the proposal will help you make the needed changes. You will receive an email notification from Curriculog that the proposal has been sent back to you. You will log into Curriculog; the proposal will appear under the "My Tasks" tab.

Click on the title of the proposal to open it, and go to the right side of the dashboard to see the comments in the "Discussion" area. You can then make the needed changes and save them on the proposal. Next, you will "Validate and Launch" the proposal to send it back into the approval workflow process. Finally, you will need to approve those changes in the approval workflow steps to move it forward to the College.

This concludes the USF Curriculog Originator Approval Workflow Process tutorial.

Additional Curriculog tutorials are located at https://usf.edu/ugs-curriculum-training, as well as important dates and deadlines, FAQs, and other resources.

You can email the UGS Curriculum Team at UGS-DOCurriculum@usf.edu for any additional assistance.