Review of Agenda Proposals in Curriculog	
1. Go to the Curriculog Application Website and click on the **Login** link in the upper right-hand corner	https://montgomerycollege.curriculog.com
2. Upon clicking that link, the MyMC log-in page will appear. Enter your MyMC credentials	
3. Click on the **Agendas** link on the top left navigation bar. Then be sure, the **All Agendas** tab is selected.	
4. Click on the appropriate **Agenda** link. That particular agenda will become shaded. On the right, click on the **middle Paper icon** to view	
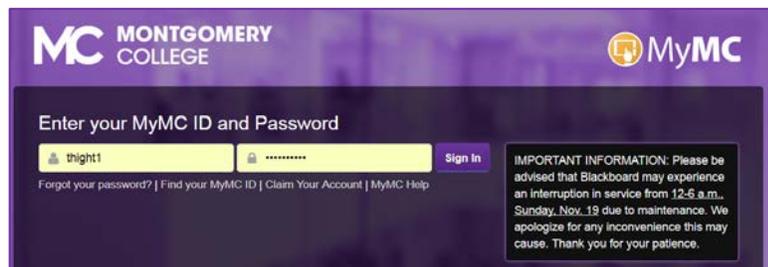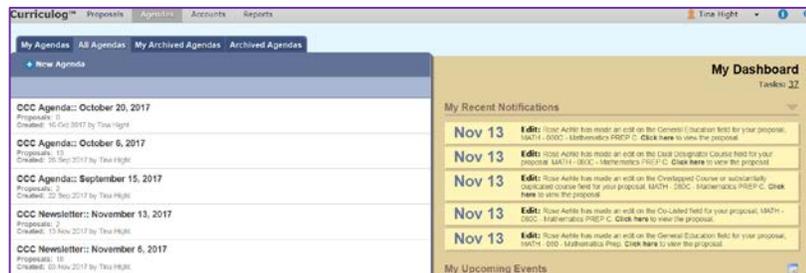
complete agenda.	
5. At the bottom of the agenda is a list of the proposals to review.	
6. Click on the **Proposal** and then click on the **View Proposal** icon.	
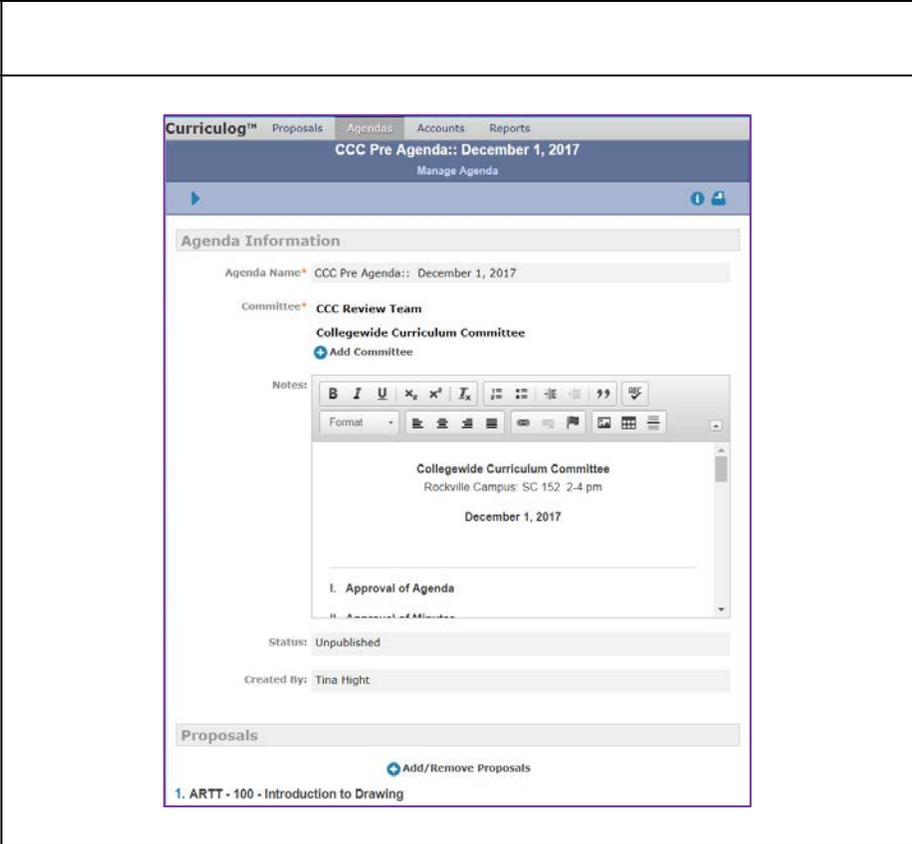
7. The Proposal is ready for review. Click on the **Decisions** icon (check mark) in the upper right and record your comments
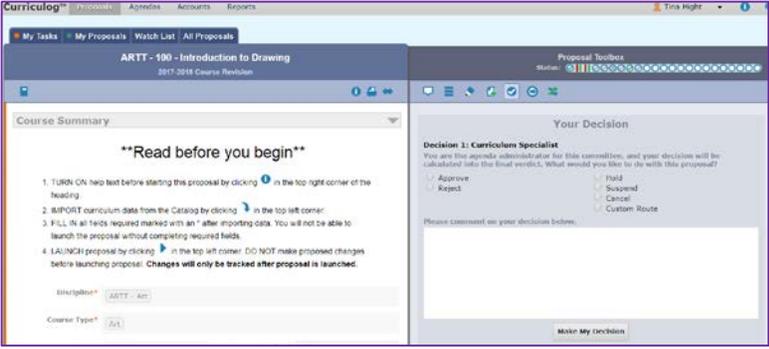
- 💬 **Discusssion Icon** - To view proposal Comments and to view User Tracking

- ☰ **Status Icon** - To view Status of each proposal approval steps

- 🔼 **Files Icon** - To view any attached files

- ✅ **Decisions Icon** - To make comments and to make a decision on a proposal |
| 8. Return to the Agenda | Review remaining proposals on the Agenda |
| 9. Need Assistance? | Please email Betsy Leonard at ccc@montgomerycollege.edu or Alla Webb at CAP2@montgomerycollege.edu We will be happy to help. |

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