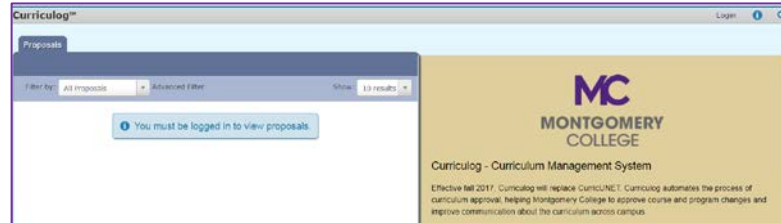


## Review of Agenda Proposals in Curriculog

1. Go to the Curriculog Application Website and click on the **Login** link in the upper right-hand corner

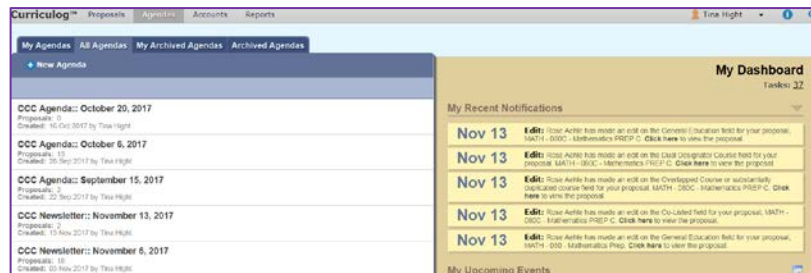
<https://montgomerycollege.curriculog.com>



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.

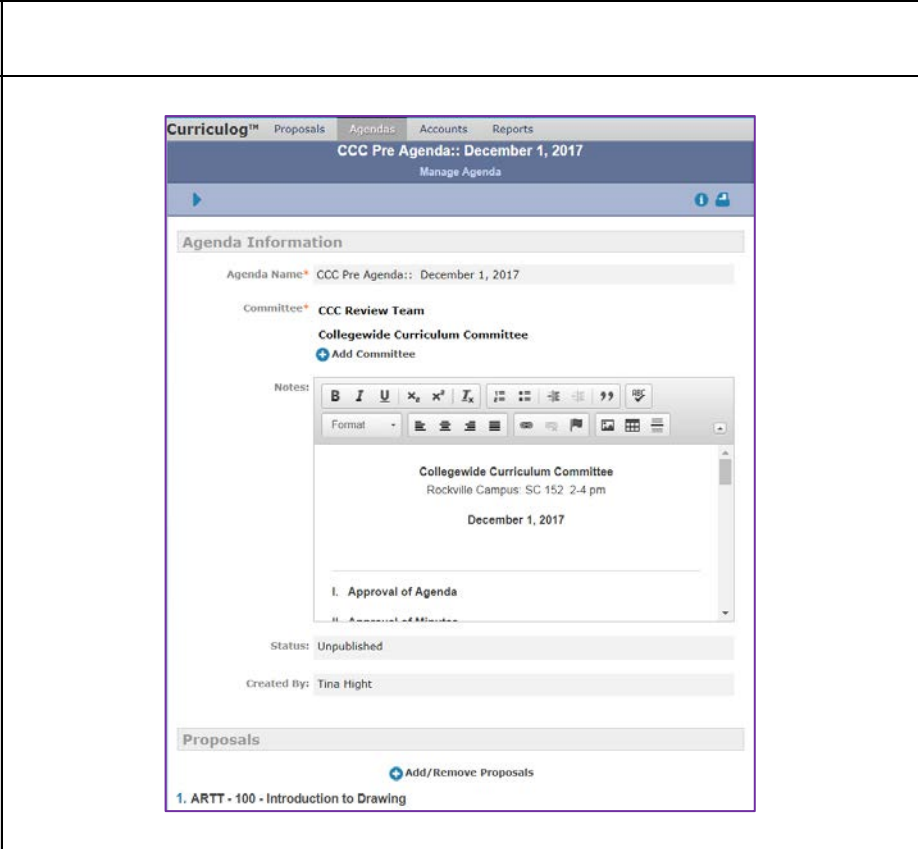


4. Click on the appropriate **Agenda** link. That particular agenda will become shaded. On the right, click on the **middle Paper icon** to view

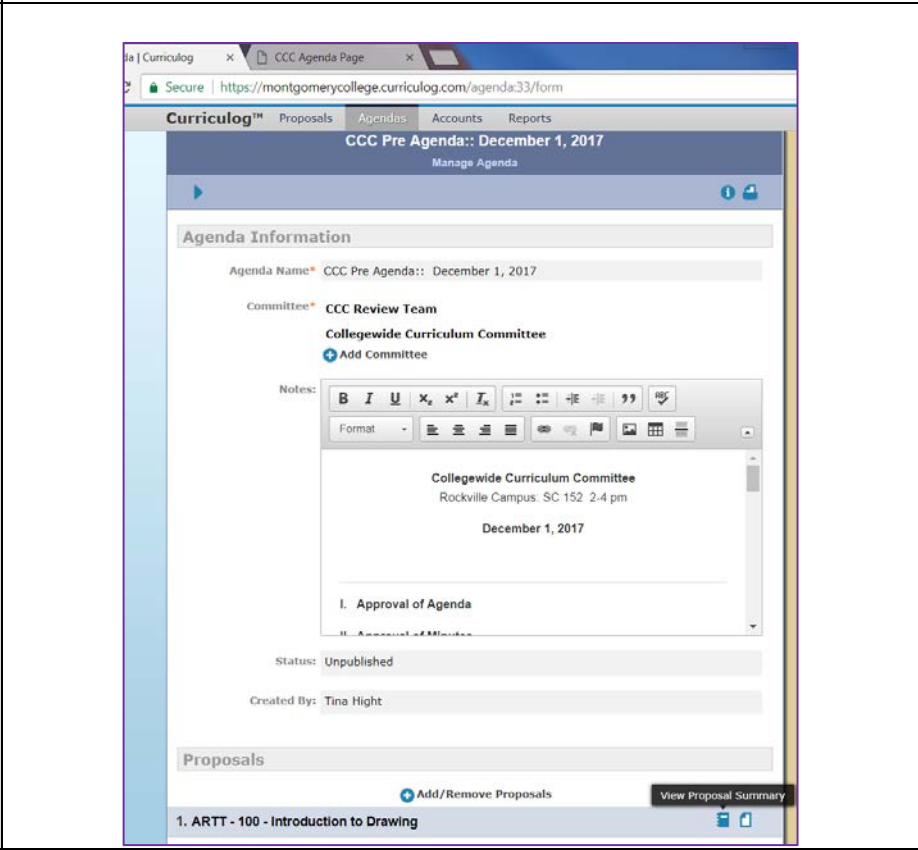


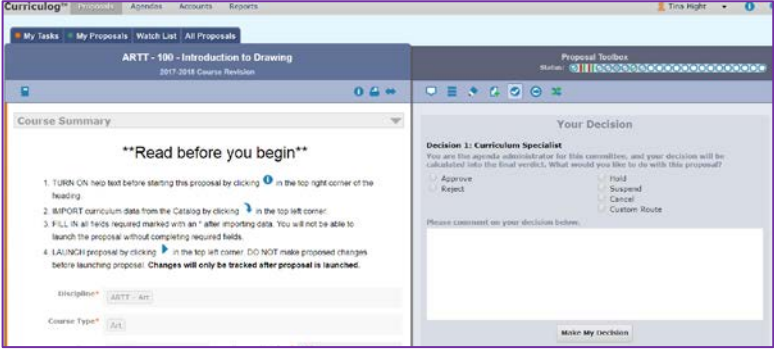




complete agenda.

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.



<p>7. The Proposal is ready for review. Click on the <b>Decisions</b> icon (check mark) in the upper right and record your comments</p>	 <ul style="list-style-type: none"> <li>•  <b>Discussion Icon</b> - To view proposal Comments and to view User Tracking</li> <li>•  <b>Status Icon</b> - To view Status of each proposal approval steps</li> <li>•  <b>Files Icon</b> - To view any attached files</li> <li>•  <b>Decisions Icon</b> - To make comments and to make a decision on a proposal</li> </ul>
<p>8. Return to the Agenda</p>	<p>Review remaining proposals on the Agenda</p>
<p>9. Need Assistance?</p>	<p>Please email Tina Hight at <a href="mailto:ccc@montgomerycollege.edu">ccc@montgomerycollege.edu</a> or Alla Webb at <a href="mailto:CAP2@montgomerycollege.edu">CAP2@montgomerycollege.edu</a> We will be happy to help.</p>