











CurricUNET Quick Start Guide

Review Course/Program Outlines with a Login

1. Click on www.curricunet.com/fullerton to enter the CurricUNET site.
2. Enter your **LOGIN** information:
 - Username is _____ (first initial+last name, unless changed)
 - Password is _____ (changeme, unless you changed it)
 - (Username and password are case sensitive.)*
 - Click on **OK**.
3. Left-hand column scroll down under **“Create/Edit Proposal”**
 - Click **“Course Proposal”** or **“Program Proposals”**
 - Click **“Course Search”**
4. Once you have clicked on any of the above you will be in a search engine titled in the center of page **“Course Search”**. (see below for example)

4. Pulling Up the Outlines to Review:
 - Click on the **“All”** bubble and select your **“Discipline”** from drop-down menu and click **“OK”** to pull up existing **“Active”** **“Pending”** and/or **“Historical”** copy of the course on file.
 - i. **Active (red)** - currently in the catalog
 - ii. **Pending (black)**- working copy
 - iii. **Historical (blue)** -previous proposed and approved proposal
- a) Course Search Results: (sample below)

Course Search Results			
Actions	Discipline	Course Number	Title
 	ENGL	039 F	Basic Writing *Launched* Pamela A Tackabury
 	ENGL	039 F	Basic Writing *Active* Melinda Zaccagnino Askov
 	ENGL	059 F	Developmental Writing *Active* Jeanne M Costello
 	ENGL	059 F	Developmental Writing *Historical* Melinda Zaccagnino Askov

- b) Click on the icon  located under “Actions” column in the “Course Search Results” to pull up a comprehensive report of the outline.
- c) Click on the pencil  will allow you to review the individual forms, entered by the faculty.

If you have any questions regarding course or program outlines and how to navigate through the systems, please feel free to contact Rachel C. Roschel at x25001 or email rroschel@fullcoll.edu.