





- **Step 1** Click  (top left)
- **Step 2** Click the Major Change Form, Minor Change Form, or Course Change with Core Form
- **Step 3** Click  to start the proposal
- **Step 4** Click  to turn help text on (top right)
- **Step 5** Click  to import data from SAP (top left)
- **Step 6** Click  to select catalog (far right)
- **Step 7** Select filter from drop down menu (Best practice is to filter by prefix)
- **Step 8** Type in Prefix (e.g. ENG)
- **Step 9** Click 'Search Available Curriculum'
- **Step 10** View 'Search Results' and click on the desired course
- **Step 11** Review data (Import ALL fields even if changes are being made)
- **Step 12** Click "Import This Item"
- **Step 13** Click  to turn help text back on (right of left side)
- **Step 14** Complete the required fields (\*) but **do not** change the imported data at this point
- **Step 15** Click  to launch proposal.
- **Step 16** Click 'My Tasks'
- **Step 17** Click  to edit the proposal
- **Step 18** Make changes to the proposal.

Note: Click  to see the edits you have made to the proposal. Under user tracking choose 'Show current with markup'

- **Step 19** Choose  to move your proposal onto the next step

**PLEASE NOTE: YOU ARE NOT DONE. YOU MUST NOW APPROVE THE ORIGINATOR STEP BEFORE IT CAN MOVE ON**