

I Just Want to See What's Been Submitted

If you just want to see what has been submitted to the curriculum process, this is all you need to do. Unless you are part of the approval process, you will only be able to add your comments at the Publication step.

NOTE: You must use **Firefox 2.0 (or higher) or Internet Explorer version 8 or higher**. Curriculum Navigator is not supported by other browsers.

<http://catalog.stcloudstate.edu/Home.aspx> You can find the URL and link for Curriculum Navigator, SCSU's electronic curriculum process software, on the Provost's website in "Curriculum Forms and Process."

Once you are on the homepage for the Navigator Suite, login using your Star ID username and password. This will take you to your "Account" page.

NOTE: Under your name on the left is Manage Your Account. You will need to click on that to change your password.

- Go to the black toolbar at the top of the page. Put your cursor on Curriculum and move it down the drop-down menu to "search requests" and click on it.
- On this screen you do not need to complete any of the fields. You may go directly to Academic Unit. On the drop-down menu, select St. Cloud State University. Move your cursor down to "Request Status." Choose "In Workflow." You may want to increase the number of requests you want shown on the page from 5 to a higher number. Then click on "Search."
- All of the curriculum requests that have been submitted should be listed for you. If you want to know at which step the request is currently located, click on the Request Number that is underlined in the first column. When the form appears on your screen, go to the toolbar just underneath the red toolbar and click on "Workflow View."
- To return to the request, click on "Details." Once you are back to the form, go to the bottom of the page and click on "Back" to go back to the list of requests.