OVERVIEW: The Curriculum Development forms which require all the necessary signatures are now in electronic format. Once the Course/Program Faculty Developer moves a project from Work In Progress (WIP) to Review (Pending Approval), the Faculty Developer will receive an email with a link to the eForm. This form looks exactly like the paper version, so it would be beneficial to retain the information from the original intention form to copy/paste to this eForm.

Once the form is completed, the Curriculum Development Coordinator (Gale Bigbee for now), will receive this form and route to the appropriate Chair(s) and Deans. The flow will move as follows:

As the eForm moves through the workflow, the GREEN boxed area is the active signature step. All other areas are visible but not active – only the Green box.

**eForm Screen Layout**
Steps:

1. Open the email, from ‘No-Reply-SCC@mnsu.edu’:

   A curriculum development course change requires your attention

   No-Reply-SCC@mnsu.edu <No-Reply-SCC@mnsu.edu>
   Friday, August 31, 2018 at 2:54 PM
   To: Melchior, Lisa M
   Cc: casey.boone@mnsu.edu; Bigbee, Gale A
   [To: tracy.murphy@southcentral.edu
   CC: ]

   A curriculum development course change or addition has been submitted for review. As a LAS reviewer, please take a moment to review this request and make a recommendation if you support the change or addition.

   Document Access:

   Please do not reply to this email; this address is not monitored.

   Thank You!

2. Click the link for Document Access
3. Login with your STAR ID and Password
4. Find your section/box in GREEN
5. Sign and date
6. Click Route Forward (see image →)