COURSELEAF
WORKFLOW FYI EMAIL GUIDE

When a program or course proposal is submitted, it kicks off a workflow process. If your role has been added to the workflow process as an "FYI", you will receive an email with a link to review. **No approval or further action is necessary.**

1. You will receive an email from "CourseLeaf Curriculum Action".

-----Original Message-----
From: CourseLeaf Curriculum (CIM) Action <washburn@notify.courseleaf.com>
Sent: Monday, November 7, 2022 3:11 PM
To: Tracy Wagner <tracy.wagner@washburn.edu>
Subject: [CIM Program] FYI - Program Changes: Standard Curr Cmte

CAUTION: External email. Do not click on links or attachments unless known safe.

Tracy:

There have been proposed changes to the Program: PY-BA: Psychology: BA

2. Click on the link in the body of the email to be automatically directed to the proposal to view.

You may review these changes by visiting:
https://catalogedits.washburn.edu/programadmin/?key=631

No approval is necessary; this is for your information only.

For questions or information regarding this email, please reply to this email (steven.luoma@washburn.edu) or contact Steven Luoma, Academic Affairs at (785)670-1043 or Holly Broxterman, Academic Affairs at (785)670-3870.

Thank you.

-- CourseLeaf

3. You may have to enter your email and password before being allowed access to CourseLeaf. Click Sign In.

WASHBURN UNIVERSITY

Use your Washburn e-mail address and password to log in. This system provides secure access to several applications including MyWashburn, Navigate, and Degree Works.

First time user? Check the personal email address you supplied when you applied for admission or employment at the University for an email from ITS about accessing IT resources. Didn't receive an email or can't find it? Call 785-670-3000 or email support@washburn.edu. See Support Information. Have you Forgotten Your Password?

Note: Many login problems can be resolved by clearing your cache and completely closing your browser windows. If you continue to encounter problems logging in, please contact ITS Support at support@washburn.edu or call 785.670-3000.

| Washburn e-mail address | Password | **Sign In** |

☐ Remember me on this computer

Forgot Password ?

4. You may have to click on the CourseLeaf icon as part of the final login process.   Click on the round red icon.
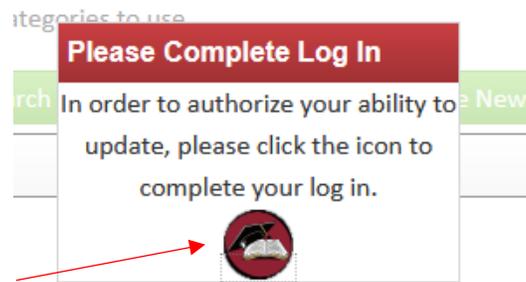
5. If it is a Course change, the system will open in the Course Management screen. If it is a Program change, the system will open in the Program Management screen. Scroll down to review the proposal.

NOTE: Green text indicates new information proposed while Red text crossed out indicates text removed or changed. Reviewer comments will also display, if added, at the bottom of the proposal.

NOTE: The workflow stages will appear in the Workflow window to the right. It is highlighted for the current queue. (Previous approved queues are green)

6. When finished reviewing, close out of the browser.

NOTE: To access the proposal, use the link in your email.

For any additional questions, contact Holly Broxterman at holly.broxterman@washburn.edu or at x. 3870.