Instructions for Accessing CurriQunet for Completing Program Review

1. Log into CurriQunet.

2. Click on ‘create proposal’ tab on the top right-hand corner.

3. Under Proposal Type, from the drop-down menu, select the appropriate program review that you would like to complete, for example Instructional Comprehensive program review and click Next.
4. Under ‘Proposal Requirements’ choose your Division (for example, Bus & Workforce Development) from the drop-down menu.
5. Then choose your **Department** from the drop-down menu (for example, Accounting).

6. Give a title for your program review in the box titled ‘**Module Title**’ (for example, Accounting Program Review) and select **Next** button from the bottom righthand of the page.
7. Now you are at **Proposal Summary** Page. Please click ‘Create Proposal’ button from the bottom righthand of the page.

8. Now you are at the **Instructional Comprehensive Program Review** page where you can start working on your program review.