

# Instructions for Submitting SAOs through CurriqUNET

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## CurriqUNET Login Credentials

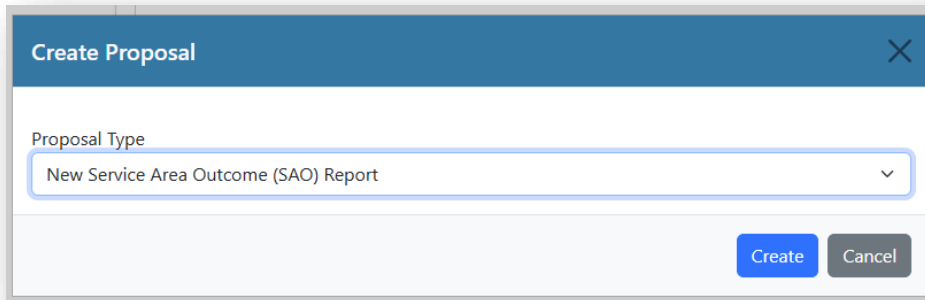
Before you begin, you must have an account to login to CurricUNET. Please contact your dean to email the CurricUNET Coordinator for access. It is recommended to watch a video or attend a training workshop on CurricUNET.

## Steps for submission

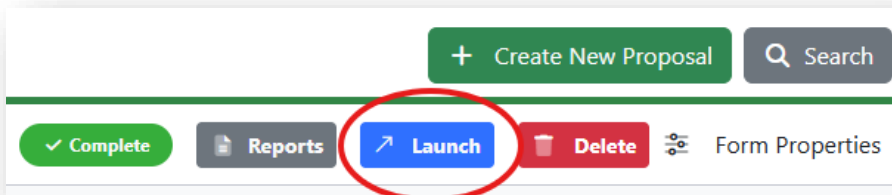
1. Complete all responses in the SAO worksheet and have the document open for referencing and copying. Although CurricUNET automatically saves your progress as you work, it can occasionally be unreliable, so it is important to have your responses saved in the SAO worksheet as a backup.
2. Login to CurricUNET with your credentials.
3. Click on the **CREATE NEW PROPOSAL** in the top menu.

A green rectangular button with a white plus sign icon on the left and the text "Create New Proposal" in white.

4. From the Proposal Type pull down menu, select New Service Area Outcome (SAO) report and click the **CREATE** button.

A screenshot of a "Create Proposal" dialog box. The title bar is blue with a close button (X) on the right. Below the title bar, there is a "Proposal Type" label and a dropdown menu. The dropdown menu is open, showing "New Service Area Outcome (SAO) Report" with a downward arrow. At the bottom right of the dialog, there are two buttons: "Create" (blue) and "Cancel" (grey).

5. Complete all of the required sections of the report.
6. When you are ready to submit the report, select the blue **LAUNCH** button in the top right corner

A screenshot of the top navigation bar. It features a green "Create New Proposal" button with a plus icon, a grey "Search" button with a magnifying glass icon, and a row of buttons below: "Complete" (green with a checkmark), "Reports" (grey with a document icon), "Launch" (blue with a right-pointing arrow, circled in red), "Delete" (red with a trash can icon), and "Form Properties" (grey with a gear icon).

7. Once launched, your report will begin the review/approval process.

8. To find your launched report in CurricUNET, select the **CURRICULUM** pull down menu in the top menu and select **ASSESSMENTS**. Slide the **MY PROPOSALS** button on and click **SEARCH** to see a list of your active, draft, and in-review Assessments.

