**Approver’s Guide**

There are 3 ways to approving a proposal. Use either one.

1) E-mail from Hawaii Community College Curriculum Management
   
   a) Open e-mail and click "View Course"

   ![Image of e-mail with "View Course" link]

   b) Login with your UH username and password

   ![Login form with UH Username and UH Password fields]

   c) Review proposal then select **Approve**, **Send Back**, or **Reject** at top right of page

![Workflow status and approval options]

KSCM Approver’s Guide - rev 9-21-17
2) Login to KSCM with UH username and password using the link: hawaii.kuali.co

***NOTE: Chrome, Firefox, and IE 10 or higher browsers work when using KSCM

a) Click "Action List" at top right of page

b) Click on desired outline from listing

c) Review proposal then select **Approve**, **Send Back**, or **Reject** at top right of page
3) Login to KSCM with UH username and password using the link: hawaii.kuali.co

a) Click the "module grid" next to "Apps". Click "Curriculum" from drop down list.

b) Click "Proposals" to left of screen

c) Click on desired outline from listing

***For quicker results, use the search tool at the top of the list to type a course or program code/title. Once displayed, click on the desired outline to view.

d) Review proposal then select Approve, Send Back, or Reject at top right of page
**To APPROVE**

1) Click "Approve"
2) Type a comment in text box if any. If no comment, click "Approve" on text box.

**To SEND BACK**

1) Click "Send Back"
2) A 3 step process will be displayed to send the proposal back
**STEP 1** (Send Back To): Specify where the proposal should go. Should it go back to the proposer or should it go to a prior approver? Click on the square representing the approval role/step the proposal should go to. In this example, Proposer is selected.

**STEP 2** (Come Back To): Specify how the proposal should return through workflow.

***NOTE: “Back Through Workflow” is set as default. In this example, “Me” is selected.

Come Back To: Me would cause the proposal to return back to the approver (boomerang) skipping over the steps between the approval step that the proposal was sent to and the approver.

For example: if approver, Curriculum Committee sent the proposal back to the Proposer, the proposal will return directly back to Curriculum Committee.

Approver (Curriculum Committee) SEND BACK TO→Proposer→RE-SUBMITTED TO Approver (Curriculum Committee)
Come Back To:
Back Through Workflow would cause the proposal to move on to the next approval role/step in workflow.

For example: if approver, Curriculum Committee sent the proposal back to the Proposer, the proposal will move to the Division Chair (and other nodes if any) prior to Curriculum Committee instead of going directly back to Curriculum Committee.

Approver (Curriculum Committee) SEND BACK TO → Proposer → RE-SUBMIT THROUGH WORKFLOW Division Chair → Approver (Curriculum Committee)

**STEP 3** (Comment): Provide comment as to why proposal was sent back and what needs to be done. Then click the Send Back button.
***NOTE: comment is required***

*Comment

Please edit item 13) Course Topics - needs to be in outline format.

Send Back
To REJECT

a) Click "Reject"
b) Type a comment (required) in text box
c) Click "Reject" on text box.

***NOTE: Once proposal is rejected, proposal is no longer in workflow (approval sequence), has no access for editing, and can't be re-submitted to workflow. A new proposal must be created.