

# ACCESSING CURRICULOG

- Click to follow quick access:
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  - [Login Options](#)
  - [Account Issues](#)
  - [Confirm Your Account](#)

## Choose a Browser

Recommended:



Not compatible with:



## Login Options

You may login [CURRICULOG](#) from the [UGS website](#) or from the [MyCalStateLA](#) portal

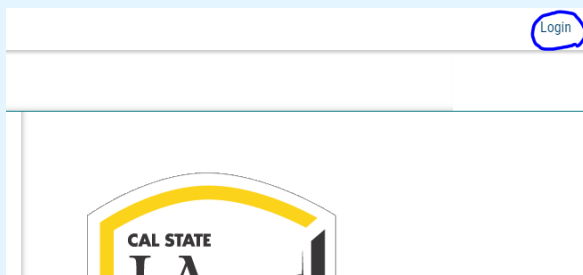
### Approach I: Login form the UGS website

[1] Go to [the UGS website](#)

[2] Click on the login button:



[3] at the upper right, Login with your credential

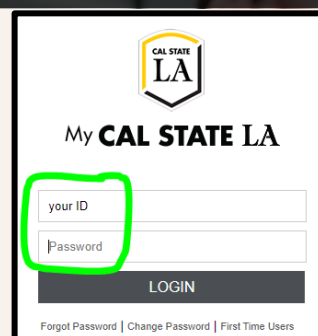
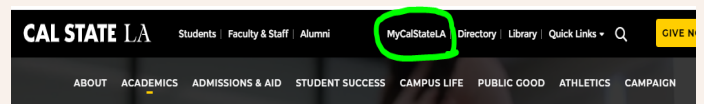


[4] Continue to [\[Setting up Your Account\]](#).

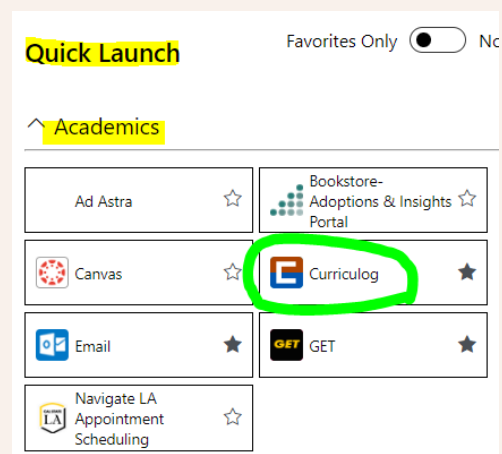
### Approach II: Login form the portal

[1] Go to the University website:  
<http://www.calstatela.edu/>

[2] On the banner, click on **MyCalStateLA** and login with your credential.



[3] Look for **Curriculog** from the **Quick Launch** left column navigation, click on the icon.

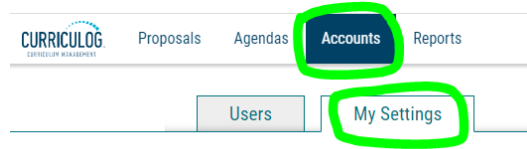


[4] Login with your credential.

[5] Continue to [\[Setting up Your Account\]](#)

# Setting up Your Account

[1] go to the **Accounts** module and **My Settings**





[2] Click on your name to open your Account Summary (the SSO is activated now).

[3] Check your roles. If no roles (happens when you first login) or the roles assigned are incorrect, refer to step [5].

For example

## Roles

-  SW Faculty
-  GE Pink Sheet Consultation  
GE Pink Sheet Consultation

## Committees

GE Pink Sheet Consultation

[4] Select your email option and save your preferences.

**Email Options**

Weekly Email Digest

**Process**

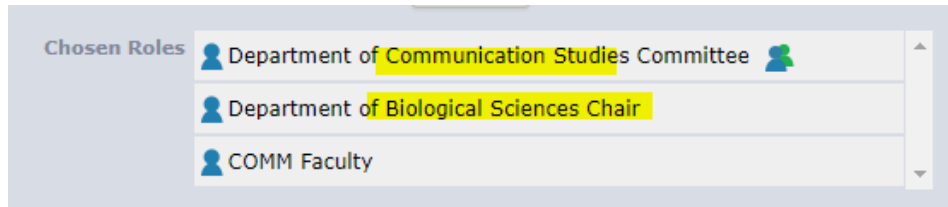
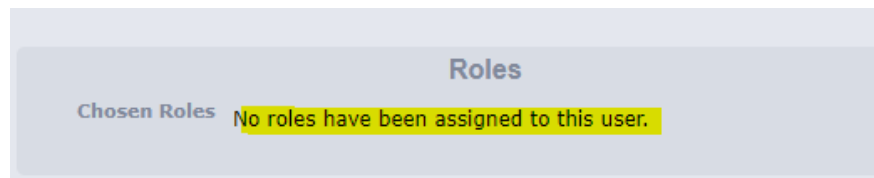
Send messages for the steps in which I am involved only

## Issues

- **Duplicate accounts** *DO NOT attempt to make any changes or delete any of them. This happens when you have 2 email addresses, and you have log in with both credentials.*
- **No roles have been assigned to this user** *You should have at least one role.*
- **Incorrect role(s)** *wrong department or committee etc.*
- **Your access to Curriculog is blocked**
- **Needs access to create proposal**
- **Issues on your name / last name / preferred name** *Your user name appeared on Curriculog is affected by your email registry with ITS*

For examples:

<b>Acevedo, Emily</b> POLIS Faculty - Department of Political Science, Off-Grid Advisory Committee - Ca...
<b>Acevedo, Henry</b> No roles have been assigned to this user.
<b>Acevedo, Henry</b> No roles have been assigned to this user.
<b>Adamian, Martin</b> Department of Political Science Committee - Department of Political Science, Hon...



What should you do?

1. **Duplicate accounts** - send an email to UGS at [curriculog@calstatela.edu](mailto:curriculog@calstatela.edu) and identify the login credential you will use. It should be your faculty or staff email ID.
2. **No roles have been assigned to this user** – inform the Curriculum Analyst of your college, copy [etam@calstatela.edu](mailto:etam@calstatela.edu), that you have activated the SSO. Your account is pending set up of the roles.
3. **Incorrect role(s)** - inform the Curriculum Analyst of your college to update your roles for proper level of access.
4. **Access to Curriculog is blocked.**
  - **Faculty, Emeriti, Scheduler:** contact/inform the Curriculum Analyst of your college for access.
  - **University Curriculum Committee Member:** contact UGS: [curriculog@calstatela.edu](mailto:curriculog@calstatela.edu) immediately. UGS will get back to you upon the issue is fixed.
  - **Campus staff or Student:** send a [trouble-shooting request](#). On the email subject line, indicate the issue; in the context, please provide information of your position, reason for access, and specify your login user name and email address.
5. **Needs access to create proposal** – TT faculty have the access to create curriculum proposals. If you are an adjunct or lecturer, your Chair will start the proposal and route it to you to complete the work. Consult with the curriculum analyst of your college for assistance.
6. **Issues on your names** – Contact ITS to update your names, or send a request via [the Directory Update page](#).

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## Confirm Your Account

When the SSO of your account has been activated, please email [UGS](#) and copy the [Curriculum Analyst](#) of your College. UGS will set up your access to Curriculog upon the confirmation from you.