How to Edit a Change Proposal:

*** Remember, only the Originator of a Change Proposal is allowed to make edits.

1. Go to http://currtracker.wvup.edu

2. Once you are signed in, click on MENU at top.

3. Click on Edit > ‘Course Proposal’ or ‘Program Proposal’

4. Click on Select next to the proposal you want to edit.

5. Scroll through your proposal, when you see a section you want to edit, click the Edit Section button.

6. Once you have made your desired changes, make sure to click Save & Continue.
7. If your changes were saved, you will see a confirmation message on the page.

Course Proposal: 10533

Your proposal has been updated

Click on Return to Proposal to make additional changes to the selected proposal.

Click Return to Listing to select a different proposal.