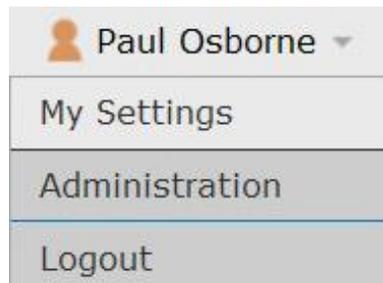
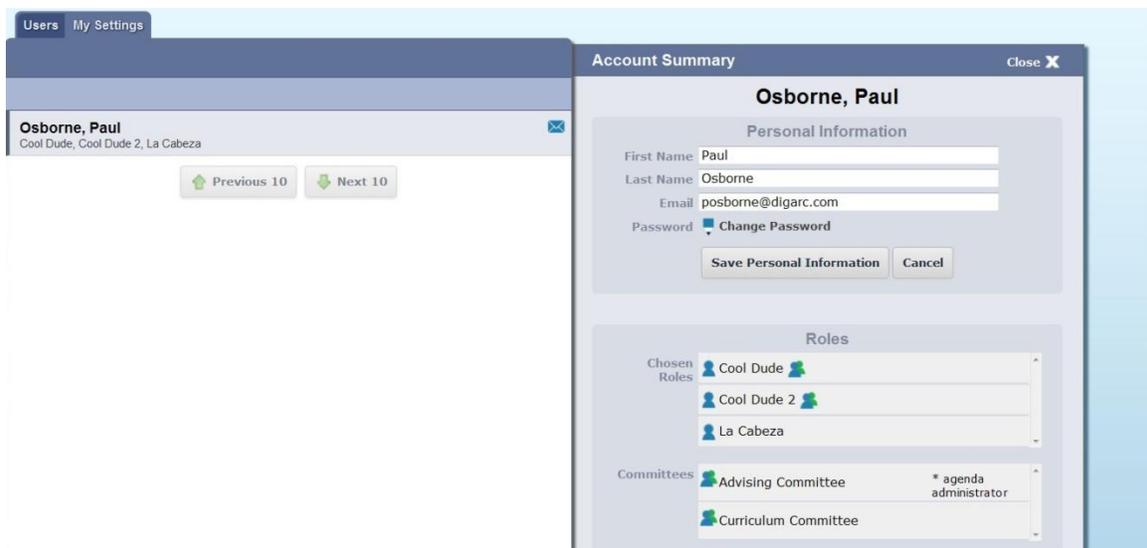


How to change my settings (password, email options, and view the signature pin)

After logging in, you can access your settings from the User drop-down menu in the top right corner of the browser.



Next you choose your name from the Form and an Account Summary will fly out providing your Name, Email and the option of saving your password as well as a list of your Roles and Committees.



Lower on the screen you will have access to view and modify your User Rights. Certain options are set up by your Administration and cannot be changed (these items will be greyed out).

User Rights

Note: Disabled fields indicate that certain user preferences are being maintained at the system level. Please contact an administrator if you would like to change one of these preferences.

Permissions

Can Import

System Administrator

Originator

Email Options

Process

Signature Steps

Signature Pin [View Pin](#)

- **Originator** - Controls which notifications the proposal originator will receive from Curriculog.
 - Receive all messages for user's proposals.
 - Receive messages for comments only for user's proposals.
 - Receive messages for comments and edits only for user's proposals.
- **Email Options** - Determines when emails from Curriculog will be sent. This setting determines if the email notifications are sent in intervals, or as the items occur.
 - Weekly Email Digest
 - M W F Email Digest (Monday, Wednesday, Friday)
 - T TH Email Digest (Tuesday, Thursday)
 - Daily Email Digest
 - All Emails
- **Process**
 - Send messages for the steps in which I am involved only.
 - Send messages for proposals in which I am involved only.
- **Signature Steps** - A signature step indicates a signature is required as part of the approval process. Curriculog has three options for signatures:
 - Do not use signature steps (Approval occurs by selecting the approve button only.)
 - Upload paper signatures for signature steps. (Printed copies of the proposal signed by the user on the signature step and uploaded back to Curriculog.)

- Use Electronic PINS for signature steps. (Pin numbers given to each user who will be involved in a signature step.)