1. Find your program
Click the Programs button in the navigation bar...

2. Find your credential
Scroll down and choose the Credential(s) to edit...

3. Update Admission and Overview details
Add or edit the Credential Overview near the bottom of the page...

4. Submit your proposal
Choose Submit For Approval after your edits are complete.

Updating a submitted proposal:
To make changes to your submission before the proposal has circulated for final approval, choose Proposals from the left navigation menu, then check the “My Proposals” filter in the right sidebar. Open the proposal, then choose “Withdraw from Workflow” in the right sidebar. You can then make additional edits and resubmit the proposal.
Getting Started Guide for Program Updates
Visit https://uw.kuali.co/cm/#/programs

1. Find your program
Click the Programs button in the navigation bar...
Search for your program by name...

2. Open the program
Choose the program you’d like to update...
Choose Propose Changes from the menu on the right...

3. Update the program details
Add or edit the Program Overview and Admission Type...
Choose Leave Edit Mode when updates are complete...

4. Submit your proposal
Choose Submit For Approval after your edits are complete.

Updating a submitted proposal:
To make changes to your submission before the proposal has circulated for final approval, choose Proposals from the left navigation menu, then check the “My Proposals” filter in the right sidebar. Open the proposal, then choose “Withdraw from Workflow” in the right sidebar. You can then make additional edits and resubmit the proposal.
1. Find your department

Click the Departments button in the navigation bar...

Search for your department by name...

2. Open the department page

Choose the department you’d like to update...

Choose Propose Changes from the menu on the right...

3. Update Overview and Contact details

Add or edit any incomplete or incorrect information...

Choose Leave Edit Mode when updates are complete...

4. Submit your proposal

Choose Submit For Approval after your edits are complete.

Updating a submitted proposal:

To make changes to your submission before the proposal has circulated for final approval, choose Proposals from the left navigation menu, then check the "My Proposals" filter in the right sidebar. Open the proposal, then choose "Withdraw from Workflow" in the right sidebar. You can then make additional edits and resubmit the proposal.