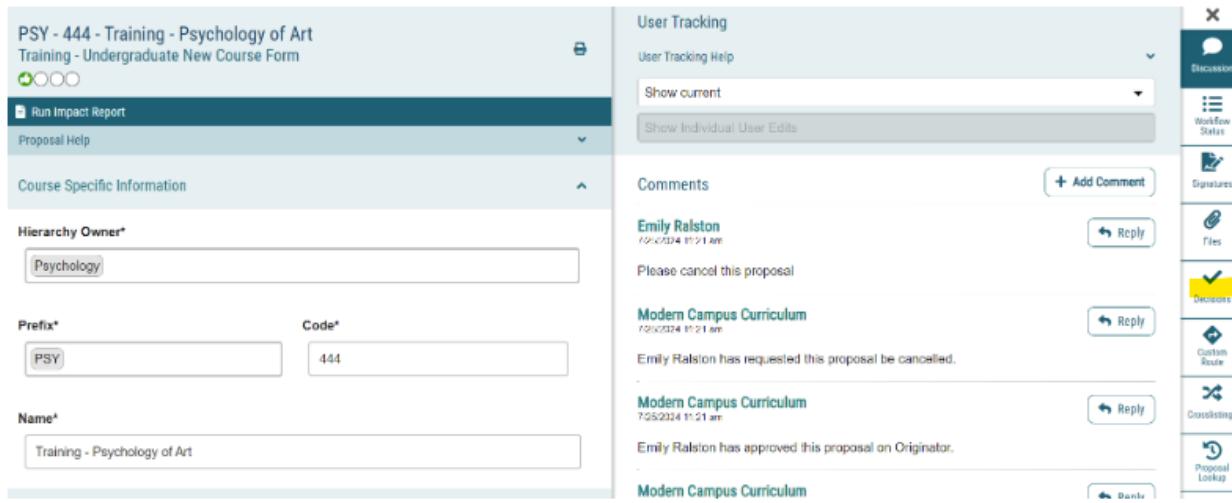


# Approving a Proposal

Proposals awaiting a decision from you will be listed in the My Tasks tab of the Proposals Module. This tab will display by default when logging into Modern Campus Curriculum.

1. To make a decision or interact with the proposal, click the name of the proposal. The proposal form will display allowing you to see the full proposal on the left and Proposal Toolbox on the right. The default view for the Proposal Toolbox will be the Discussion tab where you will see the User Tracking and any comments.



The screenshot shows the Modern Campus Curriculum interface. On the left, a proposal form for 'PSY - 444 - Training - Psychology of Art' is displayed. The form includes fields for 'Hierarchy Owner' (Psychology), 'Prefix\*' (PSY), 'Code\*' (444), and 'Name\*' (Training - Psychology of Art). On the right, the 'User Tracking' tab of the 'Proposal Toolbox' is selected. It shows a list of comments and decisions:

- Comments:**
  - Emily Ralston** 7/25/2024 11:21 am: Please cancel this proposal. [Reply](#)
  - Modern Campus Curriculum** 7/25/2024 11:21 am: Emily Ralston has requested this proposal be cancelled. [Reply](#)
  - Modern Campus Curriculum** 7/25/2024 11:21 am: Emily Ralston has approved this proposal on Originator. [Reply](#)
  - Modern Campus Curriculum** (no timestamp): [Reply](#)
- Decisions:** A yellow button labeled 'Decisions' is highlighted.

2. Select the Decisions button in the toolbox.
  - a. Select your decision,
  - b. Leave a comment, if necessary.
  - c. Click on Make My Decision.