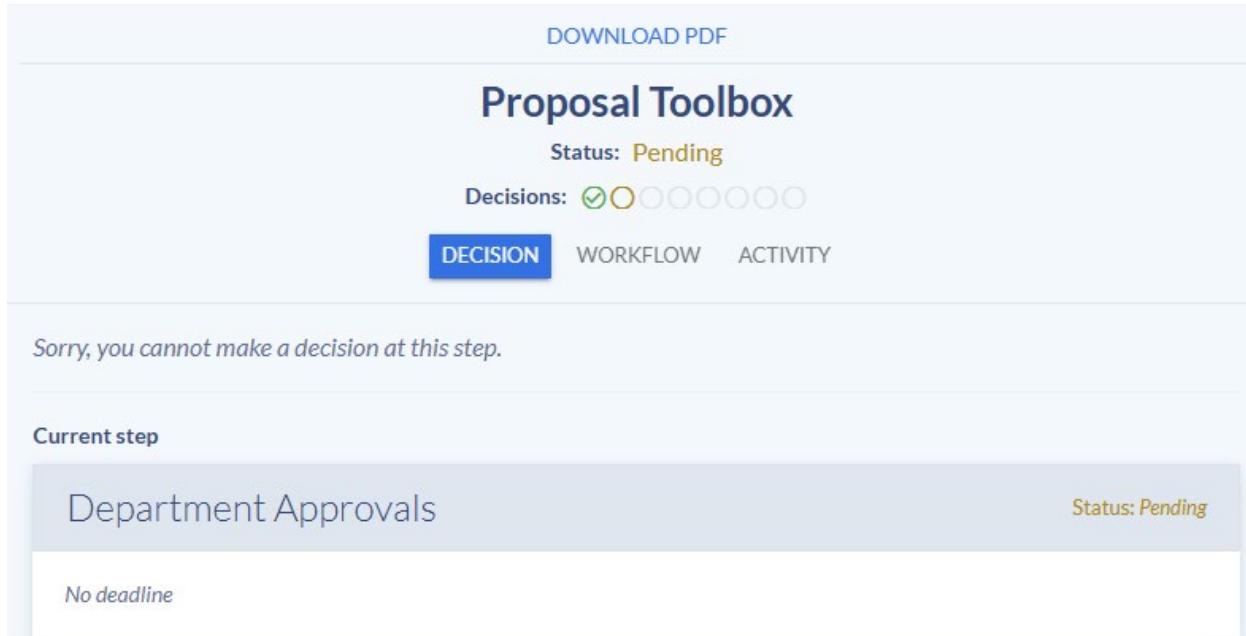


Reviewing CourseDog Curriculum Management Approvers

1. Log into Coursedog (<https://app.coursedog.com/>)
2. Click “Proposals” on the left and then select “Created By Me” at the top, which will bring up all proposals you’ve submitted.
3. Click on the proposal to open it. On the right side of your screen, you will see the Proposal Toolbox, which will show the step it is currently on. If you click on the step (Department Approvals in the example screenshot below), it will show you who the approver is for that step.



The screenshot shows the CourseDog Proposal Toolbox interface. At the top, there is a 'DOWNLOAD PDF' button. Below it, the title 'Proposal Toolbox' is displayed, followed by 'Status: Pending' and 'Decisions: 1/6'. A navigation bar at the bottom includes 'DECISION' (which is highlighted in blue), 'WORKFLOW', and 'ACTIVITY'. A message 'Sorry, you cannot make a decision at this step.' is shown. The main content area is titled 'Current step' and shows 'Department Approvals' with a 'Status: Pending' label. Below this, it says 'No deadline'. The entire interface is contained within a light gray box.

Curricular Affairs: Initial Review

X

Participants

- Melanie Madden 1
- Christine Gronowski 1 12/11/2025 10:53 am
- Liz Sandoval 1

Information

Votes Required For Approval: 1

Votes Required For Rejection: 1

If Rejected: Return to author

No deadline

CLOSE

4. If you click “Workflow” towards the top of the toolbox, it will show you the entire route. You can click on each card to see who the approvers are for upcoming steps, when the last approval was completed, etc.

[DOWNLOAD PDF](#)

Proposal Toolbox

Status: Pending

Decisions: 

DECISION **WORKFLOW** ACTIVITY

Author:  Status: Approved

No deadline

UCATT Learning Outcome & Assessment Map Review Status: Approved

No deadline

Curricular Affairs: Initial Review Status: Approved

No deadline

Department Approvals Status: Pending

No deadline

?

College Approval:  Status: Not Started

5. If you notice any issues with the current approvers and need to add, change, or remove anyone, please visit uaccess.arizona.edu and scroll to the bottom of the page. Under Support, follow the link to Access Provisioning.

Status Alerts

To see status indicators and alerts for all Information technology services, visit the [System Status](#) page.

If you have issues accessing the alerts, please [contact the 24/7 IT Support Center](#).

Support	Information	Legend
24/7 IT Support Center <ul style="list-style-type: none">Request assistance or report a problem Requesting Access <ul style="list-style-type: none">Access Provisioning	Maintenance Window <ul style="list-style-type: none">6 a.m.-6 p.m. every Sunday Financials Batch Processing <ul style="list-style-type: none">7:30 p.m.-7 a.m. every Monday, Tuesday, Thursday, and Friday7 p.m.-7 a.m. every Wednesdaymidnight-5:30 a.m. every Saturday	■ = Restricted Access Requires use of the UA Vpn from off-campus. For assistance, contact the 24/7 IT Support Center (8324) .

6. You will be redirected to <https://uarizona.service-now.com/accessflow>, if requesting a new role, navigate and click on Search Roles List.

The screenshot shows the AccessFlow serviceNow interface. The left sidebar has a red box around the 'Search Roles List' button. The main dashboard includes a 'Welcome' message, a 'New Access Request' button, and sections for 'Your Access' (Analytics and Student) and 'Your Request'.

7. On the search bar, you will type in “Coursedog”, and it will generate all the roles available.

Access Flow List

Coursedog

All

Number	Access Type	Application name	Level of Access	Description	Active	Access Control	Hide on Access Request
AFPER0002912	UAccess Analytics	Student	Student – Enrollment Management - High	Intended for mainly Enrollment Management staff to view highly sensitive applicant, admissions, or enrollment data	true	BI_SA_EM_HIGH	false
AFPER0002911	UAccess Analytics	Student	Student – Enrollment Management - Medium	Intended for mainly campus staff or faculty to view applicant, admissions, or enrollment data	true	BI_SA_EM_MED	false
AFPER0002910	UAccess Student - Campus Users	Student Records	Student Record Form Approver	Student Record Form Approver – This role is used for evaluating requests related to student records initiated through a workflow.	true	UA_SA_SR Workflow Approver	false
AFPER0002909	UAccess Employee - Internal/Central Admin Units	Workforce Administration	View Position Management	Access to view classic Position Management	true	UA_HR_WA_MSS_VIEWONLYPOSITION	false
AFPER0002908	Coursedog	Academic Program Management	Program Requester	Provides department representatives access to submit program requests for one or more designated departments.	true	Program Requester	false
AFPER0002907	Coursedog	Academic Program Management	Program Request Reviewer	Provides campus users view-only access to current and archived program requests. Not appropriate for users who need access to approve program requests.	true	Program Request Reviewer	false
AFPER0002906	Coursedog	Academic	Department Program	Provides department representatives	true	Program Approver (Department)	false

8. Please review all roles to determine which level of access fits the work you will be doing best

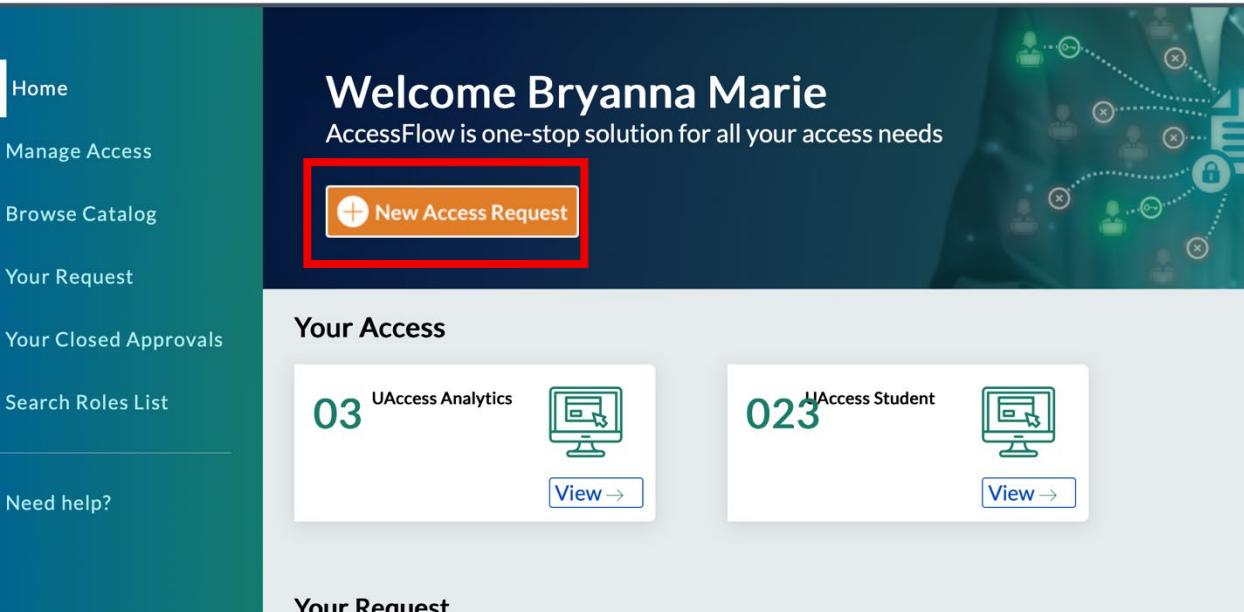
Access Flow List

Keyword Search

All > Keywords = Coursedog

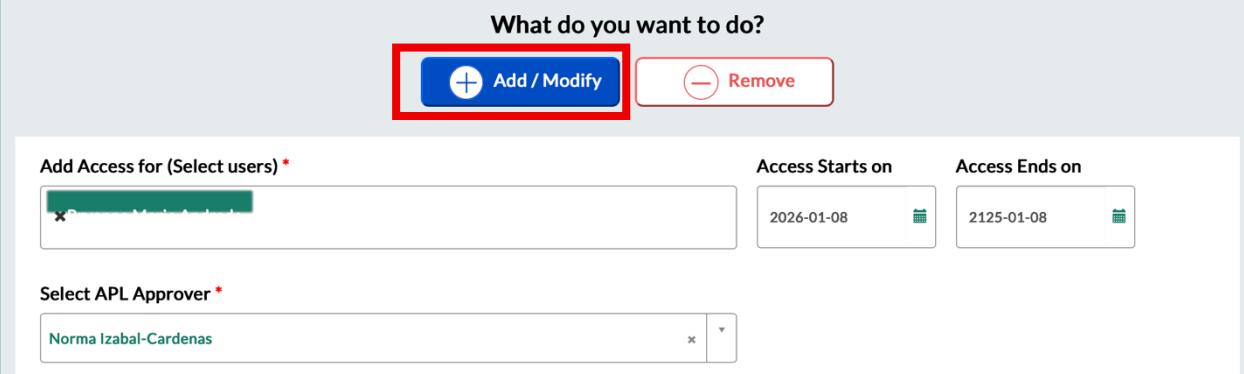
Number	Access Type	Application name	Level of Access	Description	Active	Access Control	Hide on Access Request
AFPER0002908	Coursedog	Academic Program Management	Program Requester	Provides department representatives access to submit program requests for one or more designated departments.	true	Program Requester	false
AFPER0002907	Coursedog	Academic Program Management	Program Request Reviewer	Provides campus users view-only access to current and archived program requests. Not appropriate for users who need access to approve program requests.	true	Program Request Reviewer	false
AFPER0002906	Coursedog	Academic Program Management	Department Program Approver	Provides department representatives (Department Head or designee) access to approve program requests for one or more designated departments.	true	Program Approver (Department)	false
AFPER0002905	Coursedog	Academic Program Management	College Program Approver	Provides college representatives (Associate Dean or designee) access to approve program requests for a designated department.	true	Program Approver (College)	false
AFPER0002904	Coursedog	Academic Program Management	Administrative Program Approver	Provides administrative representatives access to view and approve program requests.	true	Program Approver (Administrative)	false
AFPER0002901	Coursedog	Academic Program Management	Program Approver (College)	Provides college representatives (Associate Dean or designee) access to approve program requests for a designated department.	false	College Program Approver	false
AFPER0002900	Coursedog	Microcredential Management	Micro-Credential Requester	Provides department representatives access to submit micro-credential requests for one or more designated departments.	true	Micro-Credential Requester	false
AFPER0002899	Coursedog	Microcredential Management	Micro-Credential Approver	Provides department representatives (Department Head or designee) access to approve program requests for one or more designated departments.	true	Micro-Credential Approver	false

9. Once the role has been determined, go back to the homepage, and select New Access Request.



The screenshot shows the AccessFlow homepage. On the left, a sidebar menu includes: Home, Manage Access, Browse Catalog, Your Request, Your Closed Approvals, Search Roles List, and Need help?. The main content area features a welcome message: "Welcome Bryanna Marie" and "AccessFlow is one-stop solution for all your access needs". A prominent orange button labeled "New Access Request" is highlighted with a red box. To the right, there are two cards: "UAccess Analytics" (03) and "UAccess Student" (023). Below these cards is a section titled "Your Request".

10. You then select either Add/Modify or Remove approvers. If adding an approver, add their NetID into the “Add Access for” box, then select your APL approver from the drop-down options.



The screenshot shows the "Add/Modify" access request form. At the top, it asks "What do you want to do?" with two buttons: "Add / Modify" (highlighted with a red box) and "Remove". Below this, the "Add Access for (Select users)*" field contains a placeholder "Select users" and a "Remove" button. To the right, "Access Starts on" is set to "2026-01-08" and "Access Ends on" is set to "2125-01-08". At the bottom, the "Select APL Approver*" dropdown contains the name "Norma Izabal-Cardenas".

11. Under set permissions for above users, the category to be selected is Coursedog.

Set Permissions for Above Users

SELECT CATEGORY	WHAT ACCESS REQUIRED	PERMISSION	REQUEST ITEMS LIST
UAccess Analytics	Search/Filter here		
UAccess Employee	Academic Program Management	Administrative Program Approver	
UAccess Student	Course Management	College Program Approver	
Coursedog	Academic Policy Management	Department Program Approver	
	Internal/Central Admin Units	Program Request Reviewer	
	Microcredential Management	Program Requester	
		Add to List	
			Business Justification *
			Provide a Business Justification
			Attachment(Optional)
			Submit

12. After selecting Coursedog, options should appear under “what access required”, the option to be selected is “Academic Program Management”.

Set Permissions for Above Users

SELECT CATEGORY	WHAT ACCESS REQUIRED	PERMISSION	REQUEST ITEMS LIST
UAccess Analytics	Search/Filter here		
UAccess Employee	Academic Program Management	Administrative Program Approver	
UAccess Student	Course Management	College Program Approver	
Coursedog	Academic Policy Management	Department Program Approver	
	Internal/Central Admin Units	Program Request Reviewer	
	Microcredential Management	Program Requester	
		Add to List	
			Business Justification *
			Provide a Business justification
			Attachment(Optional)
			Submit

13. Now please select the level of access that is required and approved by department/college leadership. After, you will write a business justification for the addition or modification. Include the departments (NOT programs or prefixes) you will assist. Please use full department/s name(s). Then hit submit

Set Permissions for Above Users

SELECT CATEGORY	WHAT ACCESS REQUIRED	PERMISSION	REQUEST ITEMS LIST
UAccess Analytics	Search/Filter here	Administrative Program Approver	
UAccess Employee ▾	Academic Program Management	College Program Approver	
UAccess Student ▾	Course Management	Department Program Approver	
Coursedog	Academic Policy Management	Program Request Reviewer	
Trellis	Internal/Central Admin Units	Program Requester	
Export Control - Agiloft	Microcredential Management		
UAccess Financials			
UAccess Research ▾			
eDisclosure ▾			
eIRB ▾			
Edge Learning			
Request for Budget Change (RBC)			
UAccess Budget and Planning (Anaplan)			

Add to List

Business Justification *
Provide a Business justification

Attachment(Optional)

Submit

14. For removing an approver, you select “remove” at the top of the page

What do you want to do?

Add / Modify **Remove** Remove

Select user to view Access *	Access Ends on
Select a user	2026-01-08
Select APL Approver *	
Select APL Approver	
Is this Removal related to? *	Business Justification *
	Provide a Business justification

**Select roles for removal and click on 'Remove Access'. Note: To remove row level security only, choose 'Add or Modify Access'.*

List of Access for selected user

SYSTEM	SUBJECT AREA	ROLE	ACCESS CONTROL	ENDS ON
Search	Search	Search	Search	Search

15. You then add the NetID of the approver you wish to remove, select your APL approver, and select what the removal is related to. You will then add a business

justification on why the removal is happening. Please remove roles in a timely manner to prevent serious delays in review and approvals.

16. Once that section has been complete, under “List of Access for selected user”, all roles assigned to the user will appear, and you will select the role(s) you want to remove and click on ‘Remove Access’.

List of Access for selected user					
	SYSTEM	SUBJECT AREA	ROLE	ACCESS CONTROL	ENDS ON ▾
<input type="checkbox"/>	UAccess Student - Internal/Central Admin Units	Reporting System	Query Manager	UA_SA Query - Full	2124-03-14
<input type="checkbox"/>	UAccess Analytics	Human Resources	Human Resources - Medium	BI_HR_MED	2124-03-14
<input type="checkbox"/>	UAccess Student - Campus Users	Student Records	Academic Structure View Only	UA_SA_SR Acad Structure View	2123-12-04
<input type="checkbox"/>	UAccess Student - Campus Users	Academic Advising	Advising View	UA_SA_AA View	2123-12-04
<input type="checkbox"/>	UAccess Student - Internal/Central Admin Units	Campus Community	Query Viewer	UA_SA Query - Read-Only	2123-12-04
<input type="checkbox"/>	UAccess Student - Campus Users	Campus Community	3C View	UA_SA_CC 3C View	2123-12-04
<input type="checkbox"/>	UAccess Student - Campus Users	Student Records	Composite - Basic View	UA_SA Base Access - Admin	2123-12-04
<input type="checkbox"/>	UAccess Student - Campus Users	Student Records	Composite - Basic View	UA_SA_SF Dept View	2123-12-04
<input checked="" type="checkbox"/>	UAccess Student - Campus Users	Student Records	Composite - Basic View	UA_SA_AD Admiss Rel Data View	2123-12-04
<input type="checkbox"/>	UAccess Student - Campus Users	Student Records	Composite - Basic View	UA_SA_SR Student Groups View	2123-12-04

17. Once you have completed either adding or removing an approver, you can track the status of your request in AccessFlow. It will go through several approval steps, including the completion of any required trainings in EDGE Learning if adding a new role. If you need to add a newly provisioned approver to an in-flight proposal, please email catalog@arizona.edu with the subject line “Coursedog Curriculum Management: Update approvers for in-flight proposal” with the name and type of your proposal/s, as well as the name/s of your new approver/s and the full name of the department/s or college they will be approving for.