**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.
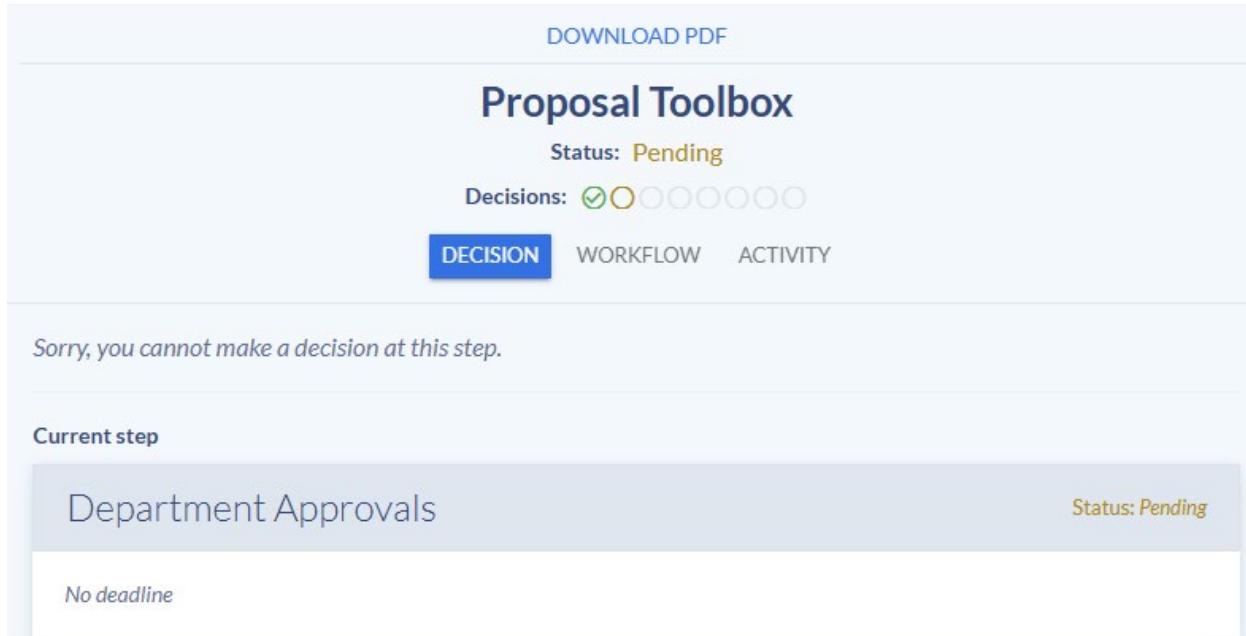
DOWNLOAD PDF

**Proposal Toolbox**

Status: Pending

Decisions: ⊘◯◯◯◯◯◯◯

[DECISION]  WORKFLOW  ACTIVITY

*Sorry, you cannot make a decision at this step.*

**Current step**

Department Approvals                                        Status: *Pending*

*No deadline*

**Curricular Affairs: Initial Review**                          ✕

👤 Participants

◯ Melanie Madden ⓘ
⊘ Christine Gronowski ⓘ  12/11/2025 10:53 am
◯ Liz Sandoval ⓘ

ⓘ 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.

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.



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

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

| 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

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.
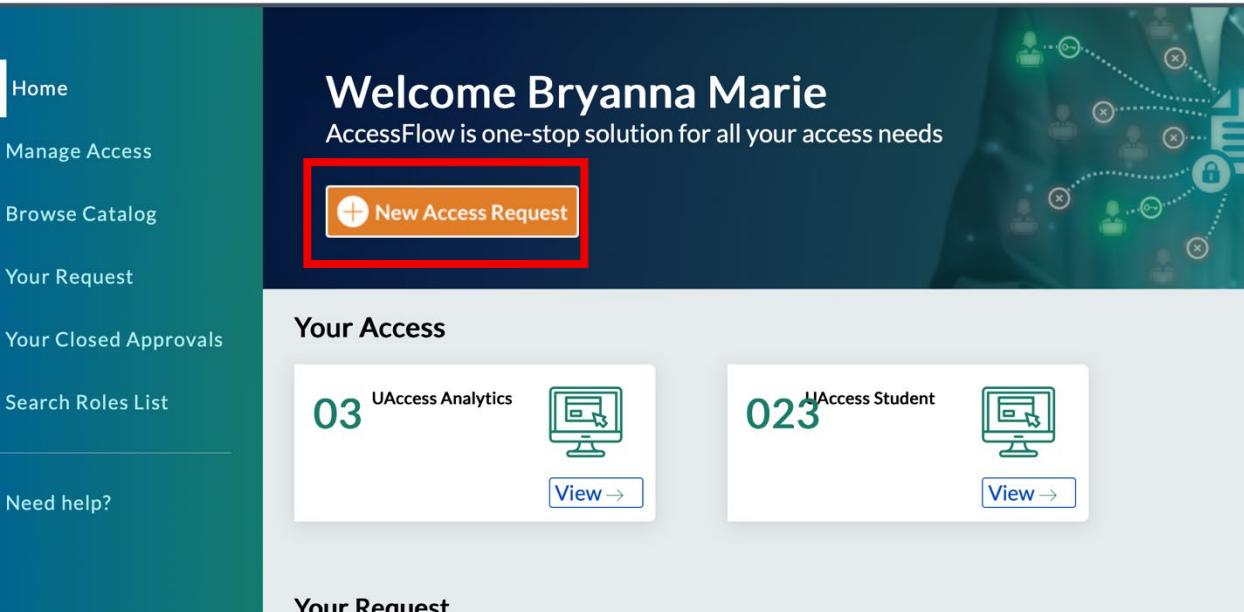


**10.** You then select either Add/Modify or Remove approvers. If adding an approver, add their NetID into the "Add Access for" box, then select your APL approver from the drop-down options.
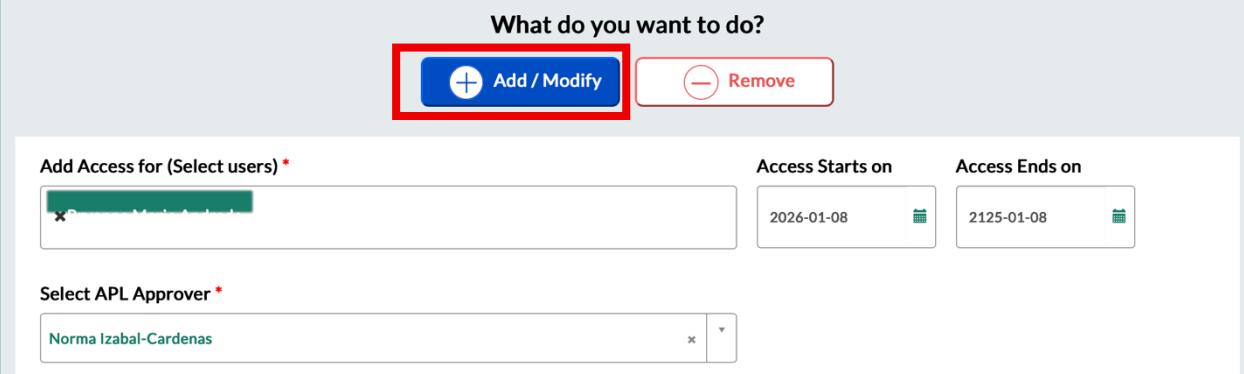
**11.** Under set permissions for above users, the category to be selected is Coursedog.



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

**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 | 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 | |
| Trellis | Internal/Central Admin Units | Program Request Reviewer | |
| Export Control - Agiloft | Microcredential Management | Program Requester | |
| UAccess Financials | | | |
| UAccess Research ▼ | | | |
| eDisclosure ▼ | | | Business Justification * |
| eIRB ▼ | | Add to List | Provide a Business justification |
| Edge Learning | | | Attachment(Optional) 📎 |
| Request for Budget Change (RBC) | | | |
| UAccess Budget and Planning (Anaplan) | | | Submit |

**14.** For removing an approver, you select "remove" at the top of the page

What do you want to do?

⊕ Add / Modify    ⊖ **Remove**

**Select user to view Access ***

Select a user ▾

**Access Ends on**

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".

| | SYSTEM | SUBJECT AREA | ROLE | ACCESS CONTROL | ENDS ON ▼ |
|---|---|---|---|---|---|
| | Search | Search | Search | Search | Search |
| ○ | UAccess Student - Internal/Central Admin Units | Reporting System | Query Manager | UA_SA Query - Full | 2124-03-14 |
| ○ | UAccess Analytics | Human Resources | Human Resources - Medium | BI_HR_MED | 2124-03-14 |
| ○ | UAccess Student - Campus Users | Student Records | Academic Structure View Only | UA_SA_SR Acad Structure View | 2123-12-04 |
| ○ | UAccess Student - Campus Users | Academic Advising | Advising View | UA_SA_AA View | 2123-12-04 |
| ○ | UAccess Student - Internal/Central Admin Units | Campus Community | Query Viewer | UA_SA Query - Read-Only | 2123-12-04 |
| ○ | UAccess Student - Campus Users | Campus Community | 3C View | UA_SA_CC 3C View | 2123-12-04 |
| ○ | UAccess Student - Campus Users | Student Records | Composite - Basic View | UA_SA Base Access - Admin | 2123-12-04 |
| ○ | UAccess Student - Campus Users | Student Records | Composite - Basic View | UA_SA_SF Dept View | 2123-12-04 |
| ● | UAccess Student - Campus Users | Student Records | Composite - Basic View | UA_SA_AD Admiss Rel Data View | 2123-12-04 |
| ○ | UAccess Student - Campus Users | Student Records | Composite - Basic View | UA_SA_SR Student Groups View | 2123-12-04 |

List of Access for selected user

1 2 3 ›                                                                    **Remove Access**

**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](mailto: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.