

# How to Add a Contributor to Program

## Step 1:

- On the Cover Info tab, click on “Add Additional Contributors”

### Program Title

A. CREATE NEW PROGRAM  
Program Creation



Cover Info | Course... | Recommended... | Learning... | Program... | Curriculum...

#### Program Basics

**Program Title\***  
Enter Program title

**Department\***  
AED

**Program TOP Code (SP01)\***  
Select a TOP Code

**Award Type \***  
-Select-

**Student Program Award (SP02)\***  
Select a Student Program Award

**Credit Range for Completion**  
[ ] - [ ]

Program Description

#### Proposal Details

**Proposal Start\***  
-- Choose Term --

**Author**  
Rios, Rebecca  
[Add Additional Contributors](#)

**Rationale for Non-Fall Start**  
[ ]

**Program Justification**  
[ ]

**Submission Rationale**

- New Program
- Improvement to Program of Study
- Change to Content
- Additional Program Options
- Add Transferability

## Step 2:

- Click on “Pick Users”

### Workflow Authors

Faculty

**Author(s):**

- Rios, Rebecca
- [Pick users](#)

**Section(s):**

- Cover Info
  - Program Basics
  - Proposal Details
- Course Blocks
  - Program Segments / Course Blocks
- Recommended Sequence
  - Recommended Sequence
- Learning Outcomes
  - Program Outcomes
- Program Narrative
  - Program Narrative

### Step 3:

- In the drop down box, select the contributor's role
  - For this example, we will select faculty

The screenshot shows a 'Share' dialog box with two main sections: 'Shared with' and 'Available Users'. In the 'Available Users' section, a dropdown menu for 'Role' is set to 'Faculty'. Below it is a search box containing 'serwin' and a list of users including '(DELETE) Skoug, Dennis', 'Abbruzzese, Mark', 'Abing, Joseph', 'Aboulian, Annie', 'Acheson, Mike', 'Acosta, Alva', 'Acosta, Pauline', 'Acosta-Licea, Jennifer', 'Acuna, Robert', and 'Adkins, Paris'. Navigation buttons for 'Previous' and 'Next' are visible at the bottom of both sections. A 'Close' button is located at the bottom right of the dialog.

### Step 4:

- In the search box, type in the contributor's name or click through the page tab to find name
  - More than one contributors can be added to a program

This screenshot shows the 'Share' dialog box with the search box in the 'Available Users' section containing 'serwin'. The search results list 'Serwin, Lynn'. The 'Role' dropdown is still set to 'Faculty'. The navigation buttons at the bottom of the 'Available Users' section are highlighted in yellow. A 'Close' button is at the bottom right.

**Step 5:**

- Click on the person's name
  - The name will move to the left under your name, indicating the person(s) has been added as a contributor
  - Contributor's will have the ability to review and edit
- Click "Close"

### Share

#### Shared with

  

Rios, Rebecca  
**Serwin, Lynn**

#### Available Users

Role: Faculty

← Previous **1** Next →

← Previous **1** 2 3 4 5 Next →

**Close**

Contributor's name will appear on the Cover Info tab under the Author section, as shown:

Cover Info | Course... | Recommended... | Learning... | Program... | Curriculum...

#### Program Basics

Program Title\*

Department\*

Program TOP Code (SP01)\*

Award Type \*

Student Program Award (SP02)\*

#### Proposal Details

Proposal Start\*

**Author**  
Rios, Rebecca  
Serwin, Lynn  
[Add Additional Contributors](#)

Rationale for Non-Fall Start

Program Justification