How to Add a Contributor to Program
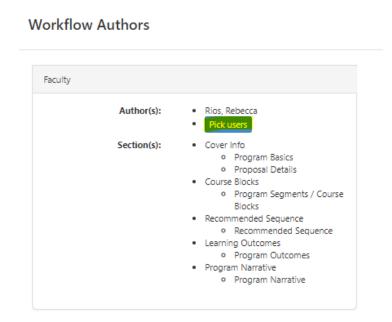
Step 1:

- On the Cover Info tab, click on "Add Additional Contributors"
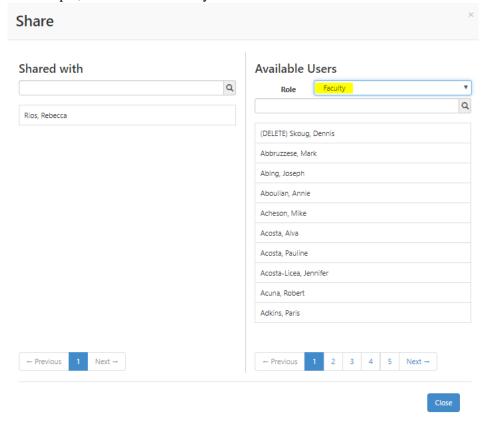
Program Title
A. CREATE NEW PROGRAM
Program Creation

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
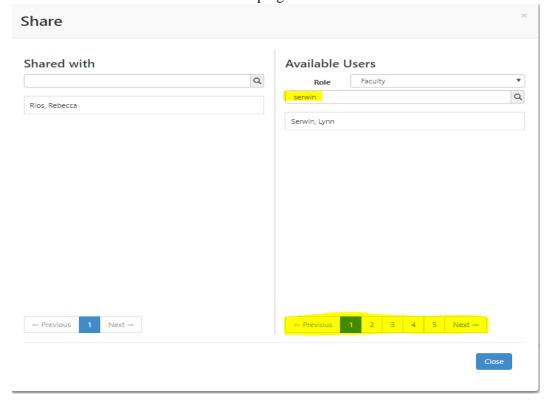- Program Narrative
  - Program Narrative

Step 3:

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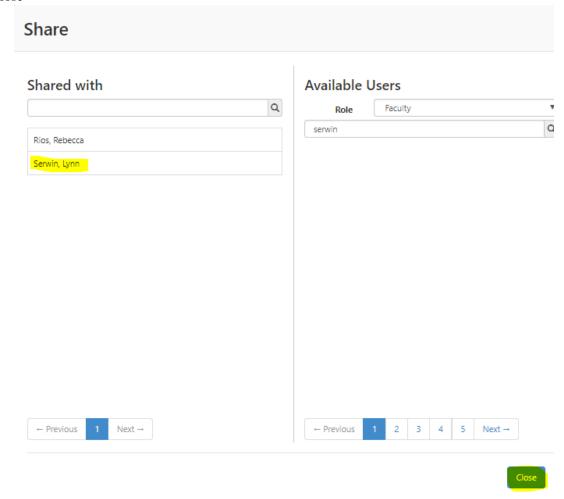 - For this example, we will select faculty

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

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"

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