

How to Remove a Contributor to Program

Step 1:

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

The screenshot shows a navigation bar with tabs: Cover Info (selected), Course..., Recommended..., Learning..., Program..., and Curriculum... Below the tabs are two main panels. The left panel, 'Program Basics', contains: 'Program Title*' with a text input field containing 'Enter Program title'; 'Department*' with a dropdown menu showing 'AED'; 'Program TOP Code (SP01)*' with a dropdown menu showing 'Select a TOP Code'; 'Award Type *' with a dropdown menu showing '-Select-'; and 'Student Program Award (SP02)*'. The right panel, 'Proposal Details', contains: 'Proposal Start*' with a dropdown menu showing '-- Choose Term --'; 'Author' with the text 'Rios, Rebecca Serwin, Lynn' and a blue link 'Add Additional Contributors'; 'Rationale for Non-Fall Start' with a large text area; and 'Program Justification' with another large text area.

Step 2:

- Click on “Pick Users”

Workflow Authors

The screenshot shows a 'Faculty' section with a list of authors and sections. Under 'Author(s)', there are two entries: 'Rios, Rebecca' and 'Pick users' (highlighted in yellow). Under 'Section(s)', there are five entries: 'Cover Info' (with sub-items 'Program Basics' and 'Proposal Details'), 'Course Blocks' (with sub-item 'Program Segments / Course Blocks'), 'Recommended Sequence' (with sub-item 'Recommended Sequence'), 'Learning Outcomes' (with sub-item 'Program Outcomes'), and 'Program Narrative' (with sub-item 'Program Narrative').

Step 3:

- Click on the person's name under "Shared With"

Share

Shared with

Rios, Rebecca

Serwin, Lynn

← Previous 1 Next →

Available Users

Role Faculty

serwin

← Previous 1 2 3 4 5 Next →

Close

- The name will move back to the "Available Users" section

Share

Shared with

Rios, Rebecca

Available Users

Role Faculty

serwin

Serwin, Lynn

- Click Close

Contributor(s) have been removed from the Author section, as shown:

Program Title

A. CREATE NEW PROGRAM
Program Creation



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

Program Basics

Program Title*

Department*

Program TOP Code (SP01)*

Award Type *

Proposal Details

Proposal Start*

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

Rationale for Non-Fall Start

Program Justification

ORIGINAL AUTHOR CAN NOT BE REMOVED.