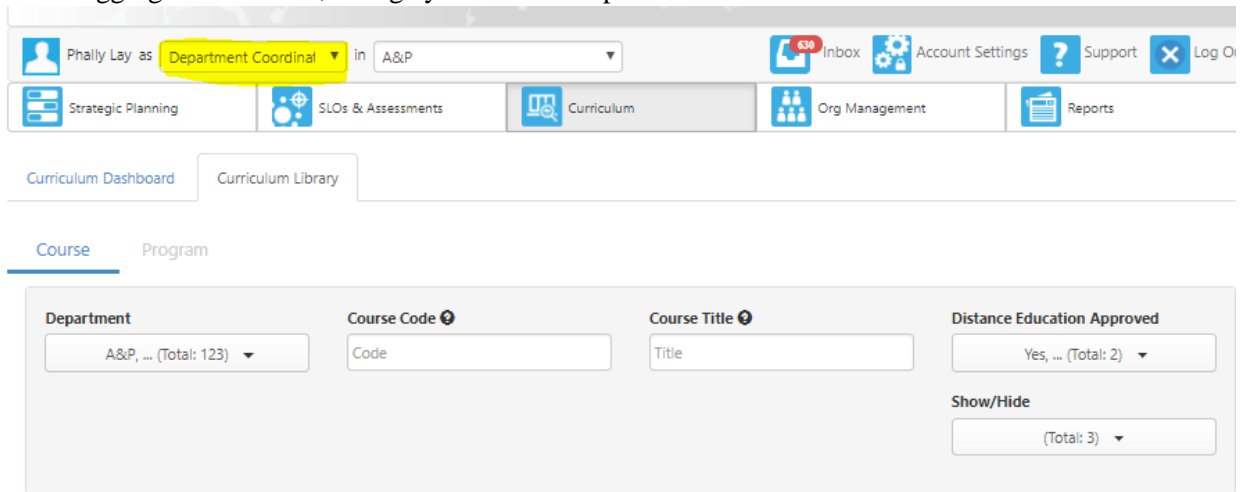# How to Revise an Existing Program

Only **Department Coordinator** role can launch a program revision
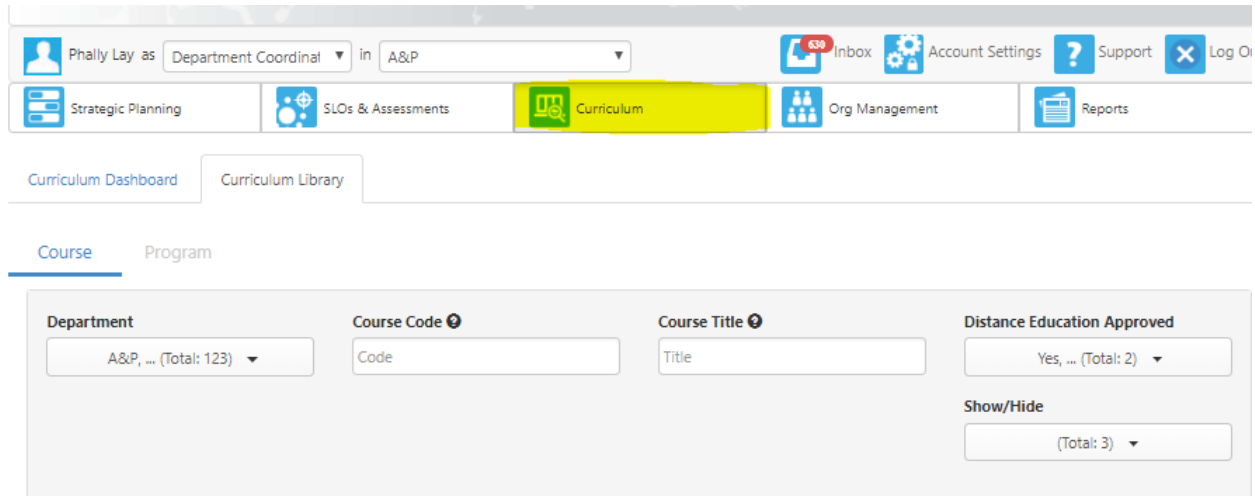
**Step 1:**

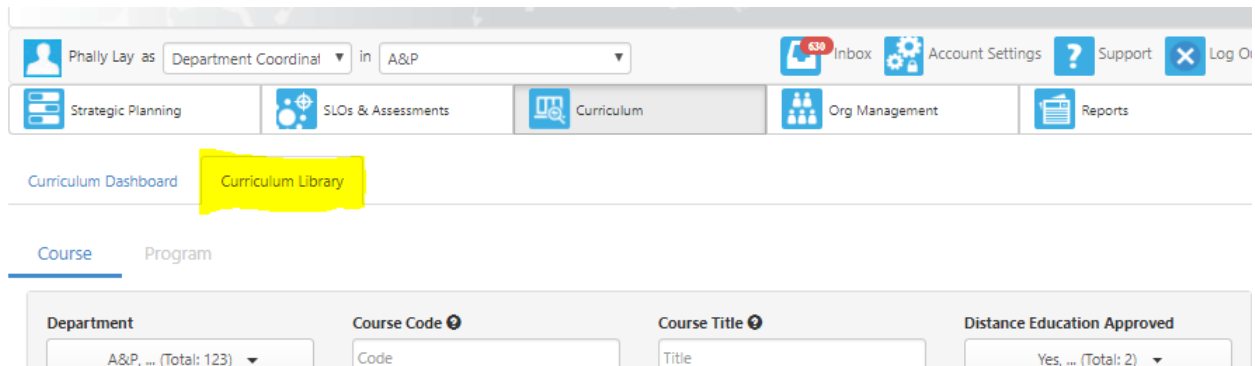- After logging into eLumen, change your role to Department Coordinator



**Step 2:**

- Click on the "Curriculum Tab"



**Step 3:**

- Click on the "Library Tab"

**Step 4:**

- Click on Programs



**Step 5:**

- Search in the Program Title text box by key word or search through the page tabs
  - In this example, we will search by typing "English"



**Step 6:**

- Check the program you would like to revise and Click on "New Revision"

**Step 7:**

- Click on "B. Modifying Existing Program (1.1)"

| 1. Select Workflow Template | > | 2. Select Program Type | × |
|---|---|---|---|

**B. MODIFY EXISTING PROGRAM (1.1)**

Use this template to modify existing certificate and degree programs. It includes the required short form narrative.

Cancel
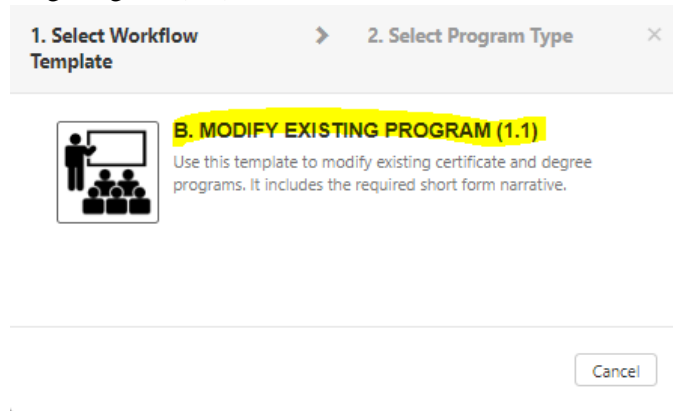
**Step 8:**

- Click on "Pathways Program" or "Rule-Based"
  - Templates are currently the same

| ✓ Select Workflow Template | > | 2. Select Program Type | × |
|---|---|---|---|

**Pathways Program**

Define a program (degree or certificate), so that students have a very clear idea of the curriculum they need to attain a certificate or degree from our institution.

**Rule-Based**

Define a program (degree or certificate) using rules for attainment, so that students have the most flexibility in getting their credential.

Back

**Program will open in Step View template**

**English A.A. Transfer**

**Associate of Arts (A.A.) degree**
*Program Import*
*Revise Program*

| Cover Info | Course... | Recommended... | Learning... | Program... | Curriculum... |
|---|---|---|---|---|---|
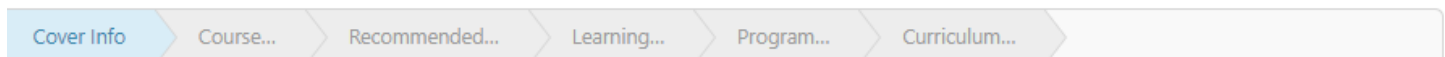
# Frequently Asked Questions

**Where did my program go?**

- When a program is saved, it will go directly into your inbox. You can continue working on your program by accessing it there.
- When a program is submitted, it will move on to the next stage of the workflow.
  - [Work flow Guide](#)

**Why can't I click on the tabs?**

Program are set up differently in eLumen. You can get to the next tab by clicking on "Save and Continue"

**Why can't I save and continue or Save as Draft and Continue?**

For the "Save and Continue" or "Save as Draft and Continue' button to enable, all asterisk area must be selected or filled.

**Why do I have to work on my programs on Outline View?**

Outline View is a better option since you only need to work on the "cover info" tab and "Program Narrative" tab. In step view, eLumen is requiring you to submit data/information for the "Save and Continue/Save as Draft and Continue" button to enable to move to the next tab.

*eLumen is aware of this issue and will implement a fix.*

**How do I add a contributor to my program?**

[Program Contributor Tutorial](#)

**How do I remove a contributor to my program?**

[Removing a Program Contributor Tutorial](#)

**How do I add an attachment to my program?**

[Program Attachment Tutorial](#)

**How do I print my Program Narrative?**

[Printing Program Narrative Tutorial](#)