**Coursedog – Getting Started**

**Logging In**

* Go to <https://app.coursedog.com/#/products>
	+ Enter your unid@utah.edu email address
	+ Not your alias address!
* Enter your Duo SSO Credentials
* You will not need to set up a password for Coursedog.

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**Coursedog Dashboard**

* If you have access to more than one product from Coursedog, you will see the page below. To proceed, click ‘Curriculum.’



* Once logged in, you will see a dashboard that lists any tasks that require your attention.



**Account Settings**

* To adjust your account settings, click the ‘person’ icon in the top right corner of the page and select ‘Account Settings.’
* At the bottom of the Account Settings page, you can adjust your email notification preferences.
* Below are examples of both ‘Daily Digest’ notifications and ‘Immediate.’



User

User

**Actions**

* Always start here!



* Below is a list of all of the actions you can take:
	+ Create a New Course
	+ Create a New Program
	+ Modify a Course
	+ Modify a Program
	+ Inactivate a Course
	+ Reactivate a Course
	+ Add or Adjust a Fee on Existing Course
	+ Suspend or Discontinue a Program
	+ Add Emphasis to Existing Degree
	+ Academic Unit Changes
	+ Change Program Contact Information or Description
	+ Update Curriculum Approvers/Contacts
	+ Add 100% or Uonline Program
	+ Combine a Bachelor and Master Degree
	+ Propose Dual Degree (Graduate Level Only)
	+ Cross-listed Course Change