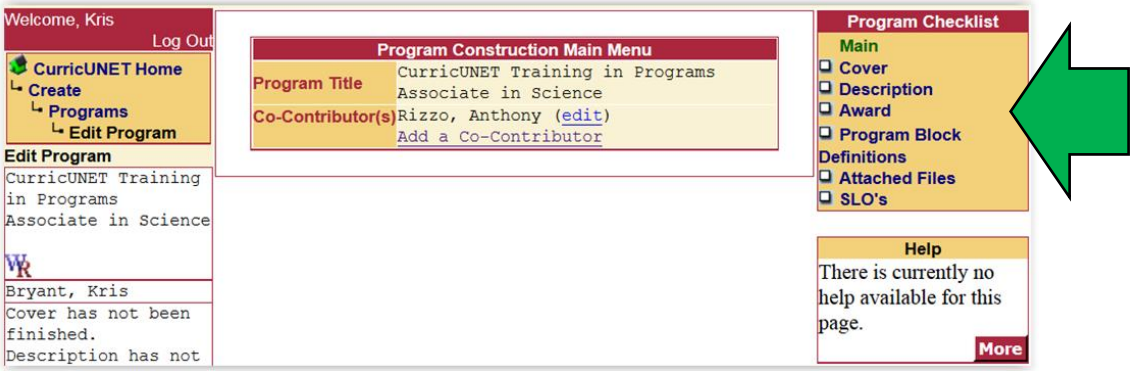
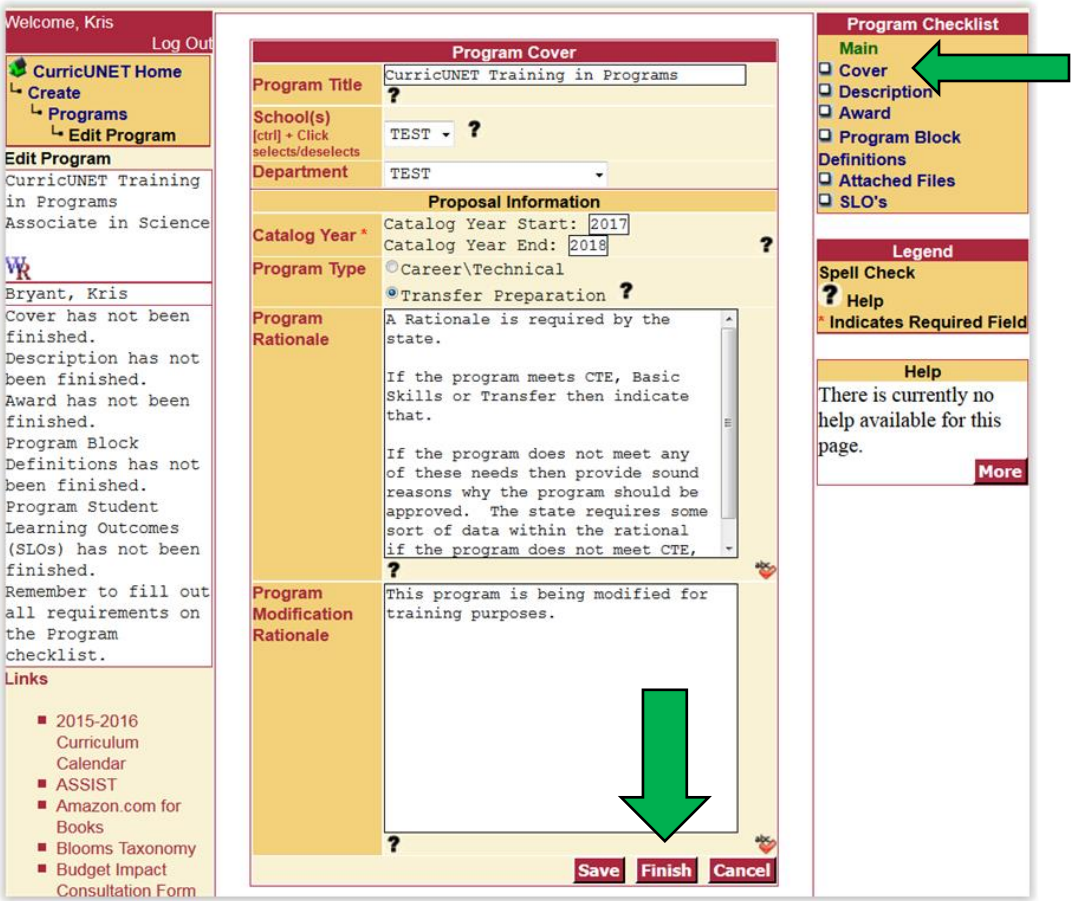
How to 'Pre-launch a Program'

1.) Now that you are done entering everything into CurricUNET it is time to Pre-launch your program. Pre-launching a program starts the CurricUNET approval process and only the Faculty Origiantor can do this. Co-Contributors cannot Pre-launch a program.

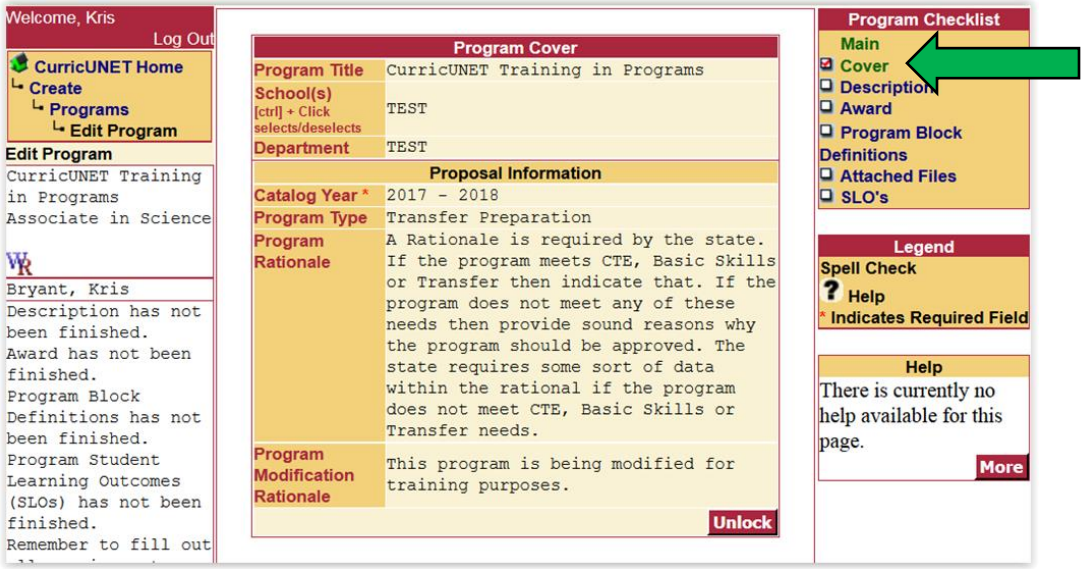
2.) To 'Pre-launch' a program you must click on each of the sections under the 'Program Checklist' and click [Finish].



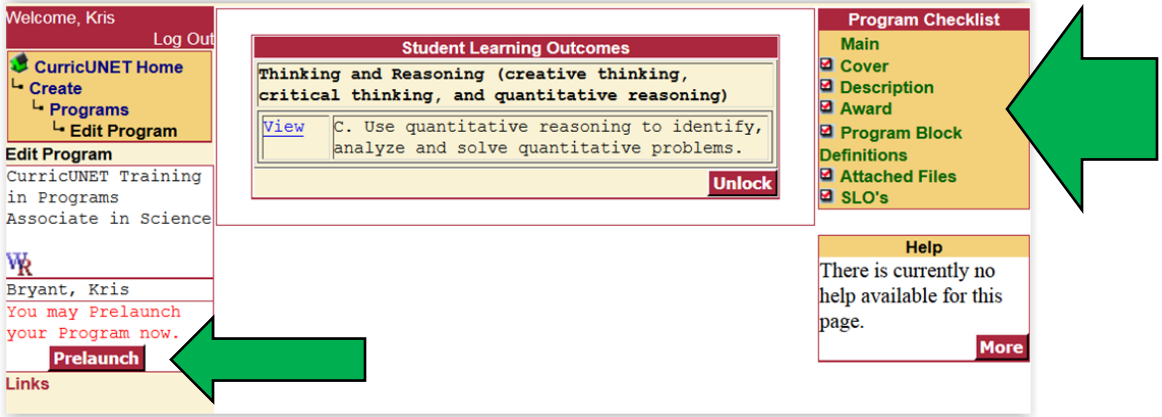
3.) For example, click on the 'Cover' section under the 'Program Checklist' and click [Finish]. Repeat this step for each section under the 'Program Checklist.'



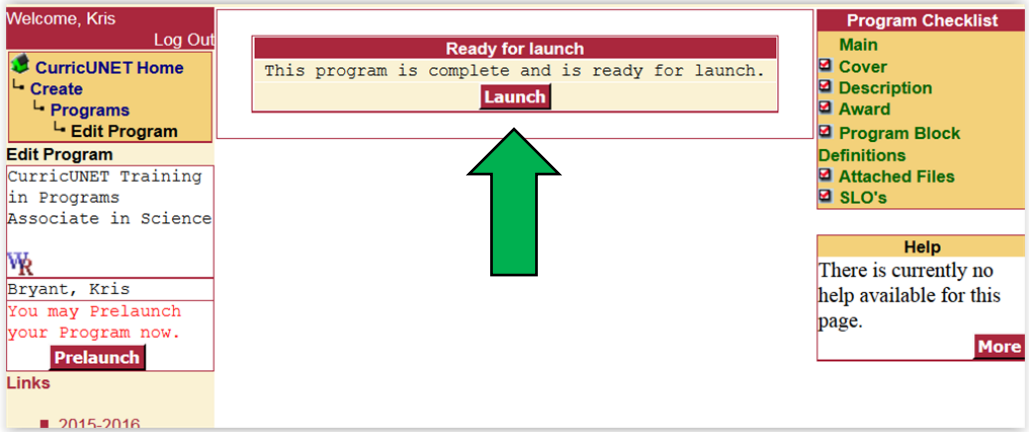
4.) Once you clicked [Finish] in the 'Cover' section, the section header will turn green and have a checkmark next to it. Repeat step #3 for each section under the 'Program Checklist.'



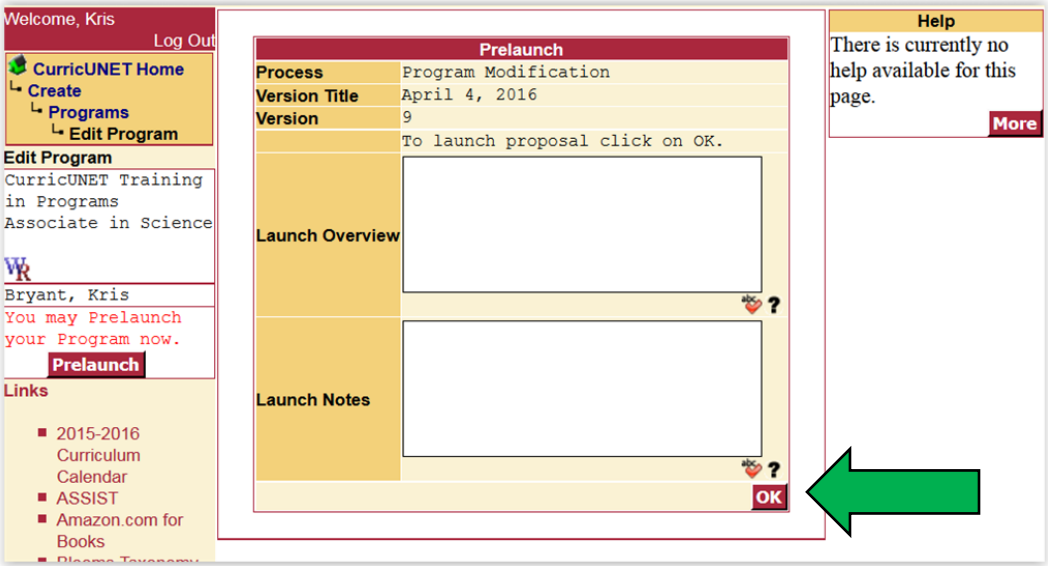
5.) Once all section headers are green and have a checkmark, the [Prelaunch] icon will populate on the left-hand side.



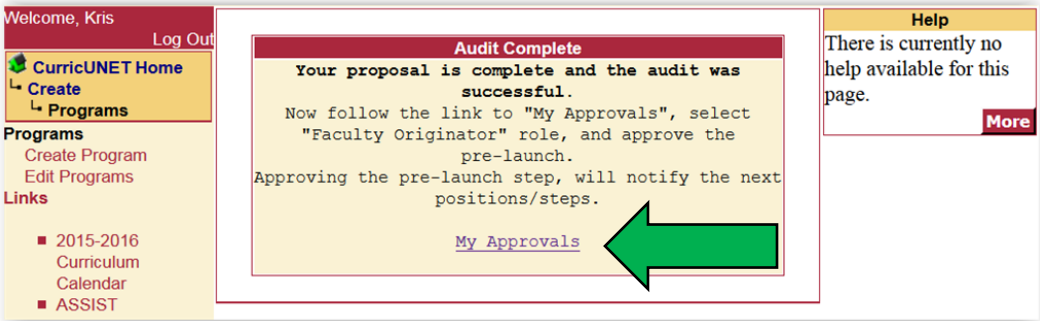
6.) Click [Launch] in the middle of the screen.



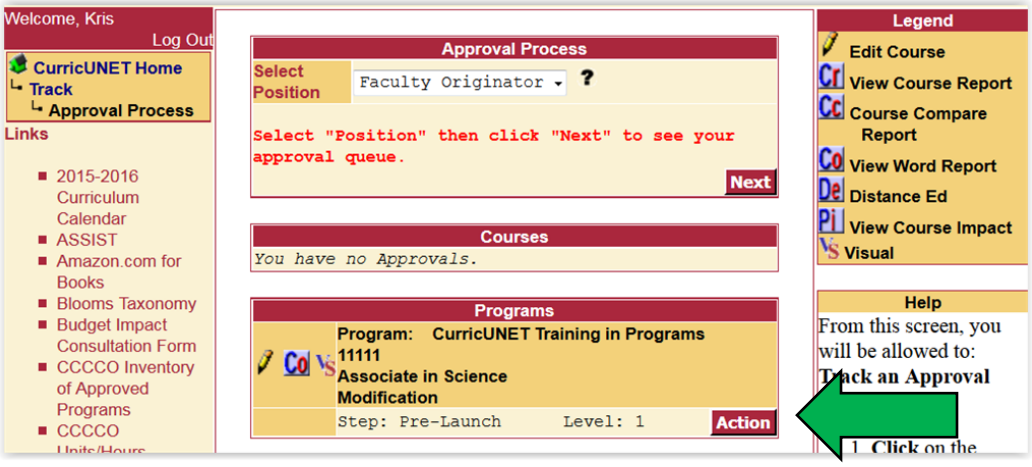
7.) Leave the below two fields blank and click [OK].



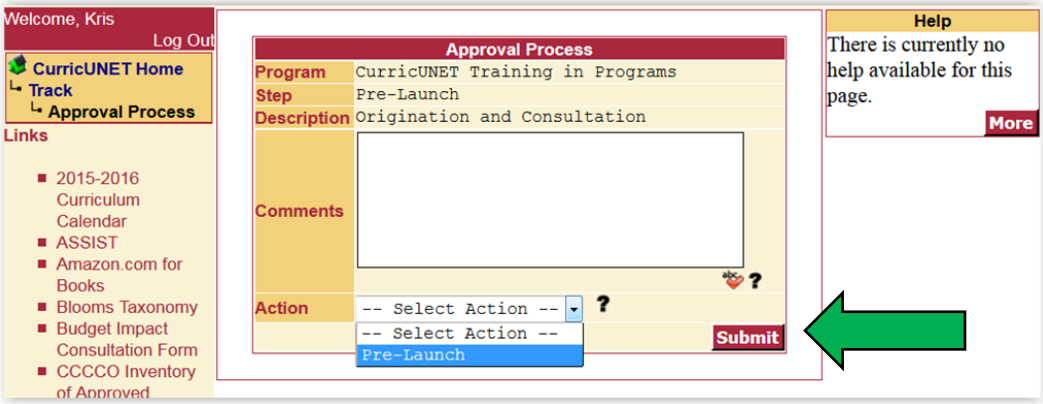
8.) Click on [My Approvals] in the middle of the screen.



9.) Click [Action] next to the program you want to Pre-launch.



10.) Select [Pre-Launch] from the 'Action' drop-down menu and click [Submit].



11.) Congratulations! You successfully Pre-launched your program.