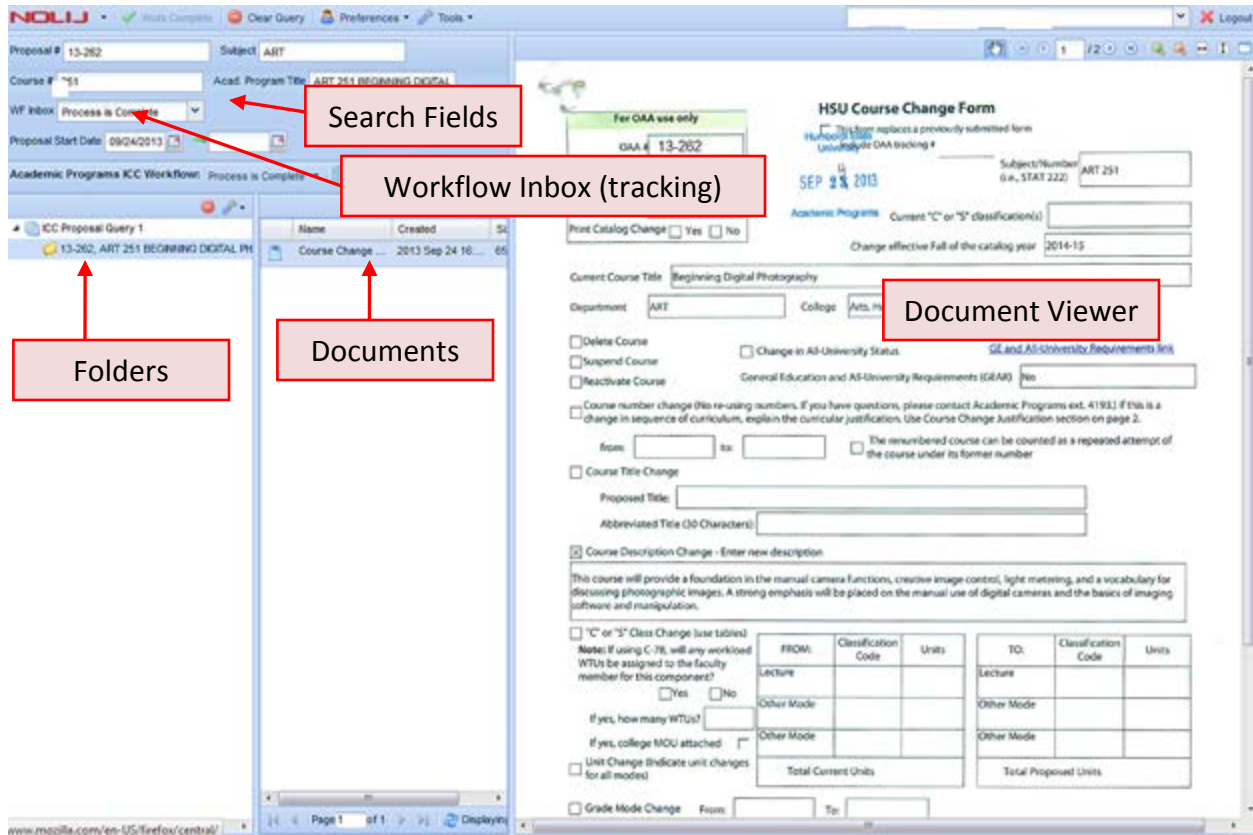


# NOLIJ Curriculum Proposal Tracking and Viewing



## Proposal Tracking Instructions

1. Visit [nolij.humboldt.edu](http://nolij.humboldt.edu) in your web browser (we recommend Firefox). ➤ You must be connected to a wired on-campus connection or using HSUWireless-Secure. See [www.humboldt.edu/its/secure-wireless](http://www.humboldt.edu/its/secure-wireless)
2. Log in with your HSU User Name and Password.
  - Tip: If you are actively logged in to myHumboldt, you will be taken directly to Nolij
3. You can search for other proposals (beginning with 13-001) by using the search fields.

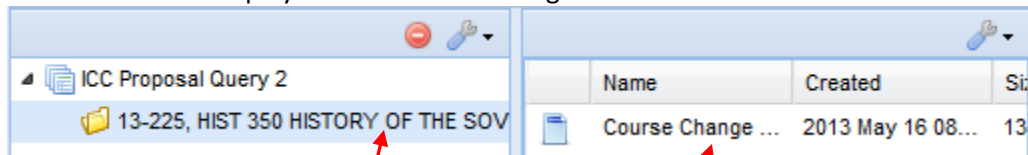
Proposal #	Subject	Course #
Acad. Program Title	WF Inbox	Proposal Start Date

4. Enter the information you'd like to search for in the appropriate field(s) and use the Enter key on your keyboard.

- Example: Enter a Proposal Number to search for a specific proposal (13-XXX)
- Example: Enter a Subject to view all proposals in that subject
- Tip: Use the % sign as a wildcard. For example, if searching for a program change for Fisheries Biology, enter %Fish% in Acad. Program Title

Acad. Program Title
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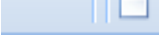
5. Results will be displayed in the Folder listing.




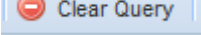

6. Click on the folder to open.

7. Click a document to view it in the document viewer.

8. Review the document. You can use the document toolbar to adjust the size.

➤ Tip: The Maximize button  will allow you to view the document using the full screen.

Remember to click the Restore button  when finished.

9. Before performing a new search, click Clear Query  to clear out the search fields and click  to clear the folders area.

10. When you've finished reviewing, click Logout .

➤ Tip: You will be automatically logged out after 45 minutes of inactivity