# CurricUNET Curriculum Module TASK GUIDE *(July 1 2015 version)*

## Logging In for the First Time and Navigating

1. Click the following link:
   http://www.ccsf.edu/curricunet
   *(Or from www.ccsf.edu, go to **My CCSF**. Scroll to the lower left and click on **CurricUNET**.)*
2. From the left-hand navigation menu, choose the **CurricUNET Curriculum User Manual**.
3. From the main page of the CurricUNET Curriculum User Manual, click **Login**.
4. Login with your CCSF network login (should be the same as your Microsoft Office username without the @ccsf.edu.)

**City College of San Francisco**

You are being connected to CurricUNET

Username (CCSF Network Login ID) :

kwiese

Password :

••••••••••••
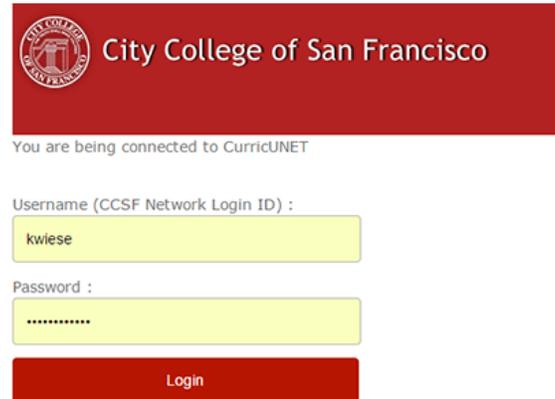
Login

**\*NOTE: THIS LOGIN IS NOT THE SAME USERNAME AND LOGIN AS USED FOR THE ASSESSMENT or PROGRAM REVIEW MODULE!**

5. Your password is the SAME as your network login (the same as when you log in to your local CCSF computer or Lynda.com). *Having trouble logging in? Only the CCSF Helpdesk can assist. See numbers: On campus: 611 or 3711; Off campus: (415) 239-3711; Toll free (844) 693-4357*
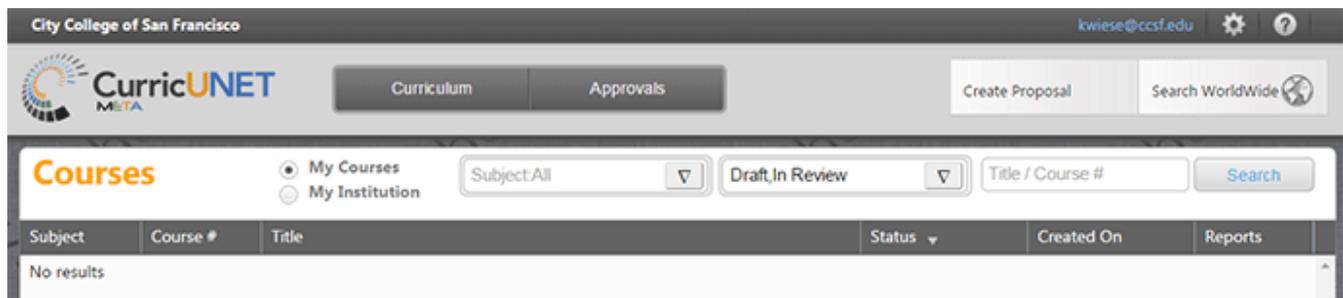


6. The image above shows you the basic layout for the CurricUNET META Curriculum module. The first thing you'll see when logging in is a list of courses for which you are originator and which are currently in draft or review stage. For more information review the online User Manual and/or additional task guides.
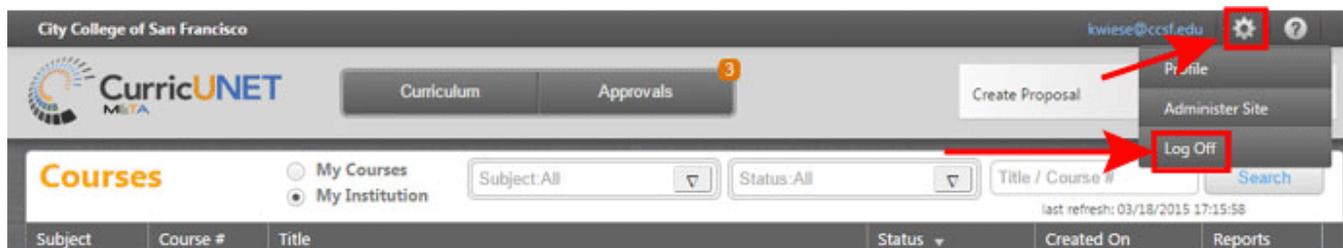


**7.** To exit, choose **Log Off** from the drop-down Gear menu in the top right of the screen.

The **CurricUNET Curriculum User Manual Support Page** has detailed instructions, training times, drop-in labs, task guides, and video tutorials for completing each type of task. Visit the page for more information.