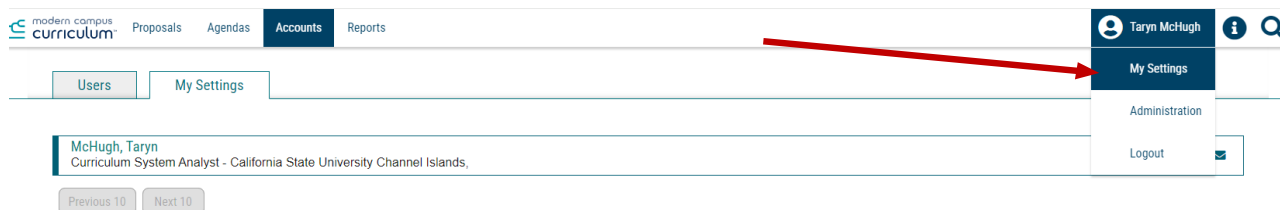


How to customize your account in Curriculumlog

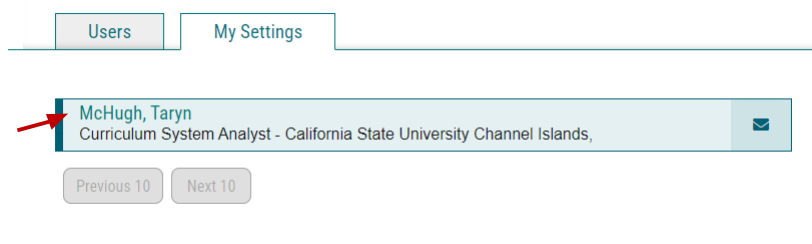
First, Login: <https://csuci.curriculumlog.com/proposals> and click on Login and use your myCI credentials to login.

1. Hover over your name in the upper right corner

2. Click on **My Settings**



3. Then click your **Name**



4. Scroll down and customize the following fields: **Originator**, **Email Options**, and **Process**.

Click **Save Preferences**.

Do not change any of the Personal information.

A screenshot of the 'My Settings' form in Curriculumlog. The form has several sections: 'Originator' with a dropdown menu set to 'Get all messages for user's proposals'; 'Email Options' with a dropdown menu set to 'Weekly Email Digest'; 'Process' with a dropdown menu set to 'Send messages for proposals in which I am involved only'; 'Signature Steps' with a button labeled 'Use Electronic PINS for signature steps'; and 'Signature Pin' with the text 'You have not been assigned a signature pin.' At the bottom, there are two buttons: 'Save Preferences' and 'Cancel'.