Returning to a Course Proposal that you have saved but not yet submitted

1. Go to https://clss.ccri.edu/courseadmin/

2. Log on using your CCRI username and your standard password.

3. In the field to the left of the Search button, enter the subject code and number (e.g., ECON 2030 with a space in between) of the course proposal you wish to edit and press the green Search button.

4. Click the green Edit Course button to open the form.

5. Save changes before leaving the form or press the green Start Workflow button to enter it into workflow (start the review process).

Tips for finding an existing/new course:
If you cannot remember the course number you are looking for, use an asterisk (*) in the search box as a wild card. For example:
- ECON* will find everything that starts with "ECON"
- *ECON will find everything that ends with "ECON"
- *ECON* will find everything that contains "ECON"

Questions? Contact crc@ccri.edu