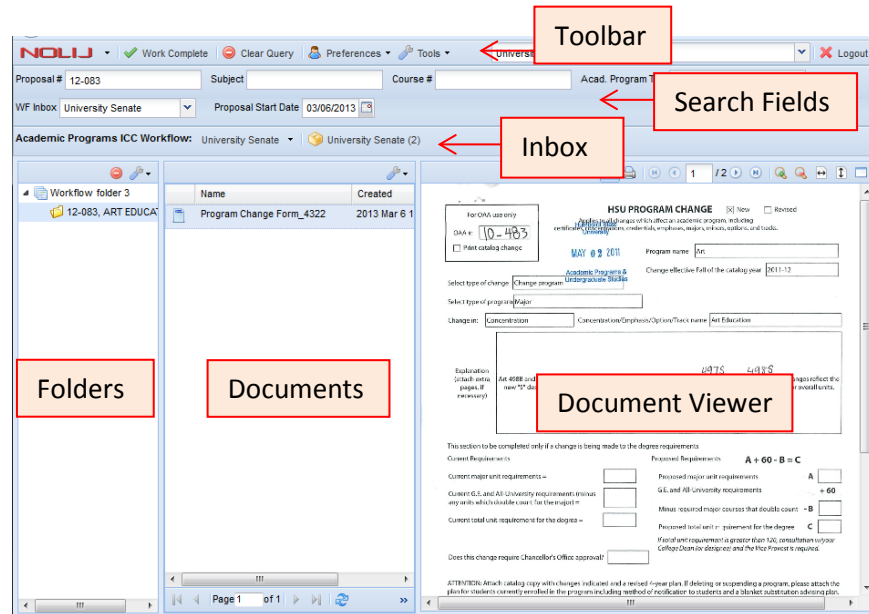


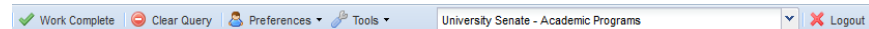
Nolij Curriculum Proposal Review

nolij.humboldt.edu

Interface Overview



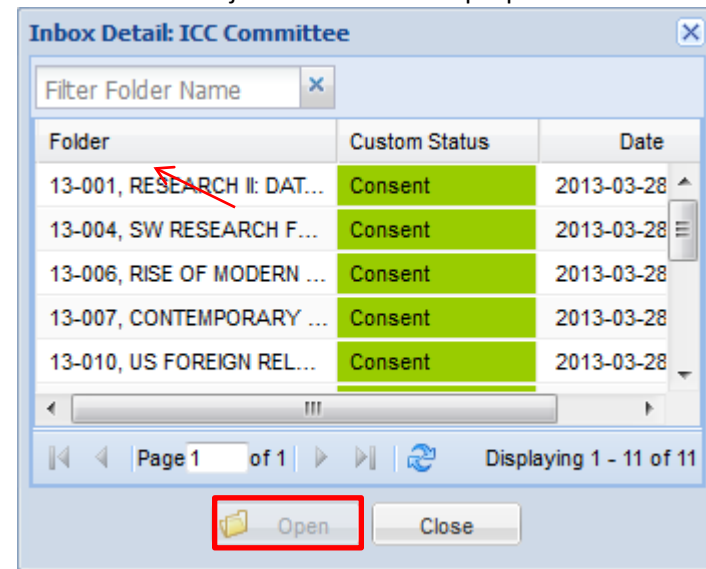
The Toolbar:



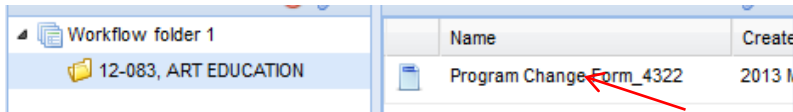
1. **University Senate - Academic Programs** - If you have multiple roles, use the role drop-down menu to change your role to University Senate
2. **Clear Query** - Before performing a new search, click Clear Query to clear out the search fields.
3. **Logout** - Use the Logout button to log out of Nolij Web.

Proposal Review Instructions

1. Visit 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
 - Tablet and Off-campus users, see 'Tablet or off-campus access' instructions on page 2.
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. Click the 'University Senate' inbox
 - Tip: The number in parentheses shows how many proposals are available for review.
4. Click a folder to select it, then click 'Open'
 - Tip: Double-click a folder to open it without clicking 'Open'.
 - You may receive a notice that someone else is viewing the same folder. This is just for notification purposes.





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

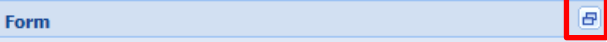


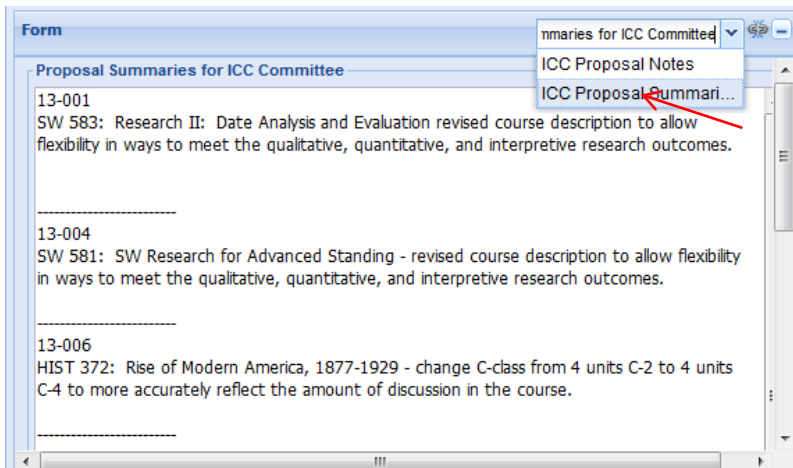
- Review the document. You can use the document toolbar to adjust the size.



- Tip: The Maximize button  will allow you to view the document using the full screen. Remember to click the Restore button  when finished.

- Use the ICC Proposal Summaries Form to review summaries of the proposals.

- Tip: The first time you log in, the form will be minimized at the **bottom** of the screen. Click the restore button to display the form. 



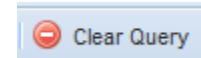
- When you've finished reviewing, click Logout.

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

Searching Previous/Upcoming Proposals

You can search for other proposals (beginning with 13-001) by using the search fields.

- Enter the information you'd like to search for in the appropriate field(s) and use the Enter key on your keyboard.
- Results will be displayed in the Folder listing.
 - Example: Enter a Proposal Number to search for a specific proposal (13-XXX)
 - Example: Enter a Subject to view all proposals in that subject
- Before performing a new search, click Clear Query



to clear out the search fields.

Tablet or off-campus access

Tablet or off-campus access to Nolij is available through our Virtual Lab (VLab)

- Visit vlab.humboldt.edu in your web browser.
- Log in with your HSU User Name and Password.
 - If the Citrix Receiver is not already installed on your system, you will be prompted to download it.
- Click the 'Firefox Browser' icon.
- Navigate to nolij.humboldt.edu.
- When you have finished log out of Nolij and VLab.