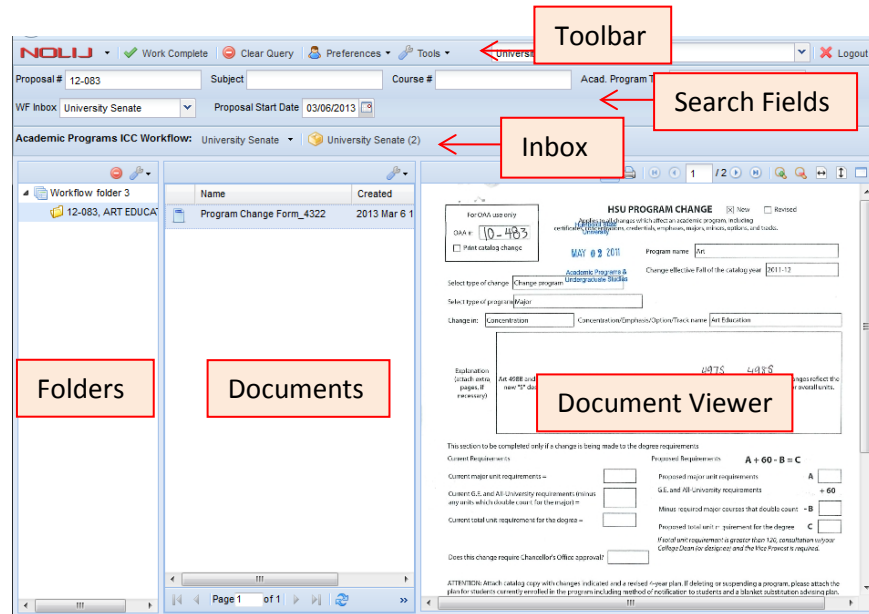# Nolij Curriculum Proposal Review

nolij.humboldt.edu

Interface Overview


The Toolbar:
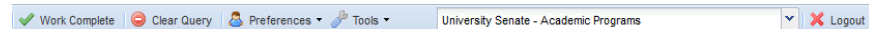
1. - If you have multiple roles, use the role drop-down menu to change your role to University Senate

2. - Before performing a new search, click Clear Query to clear out the search fields.

3. - 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.
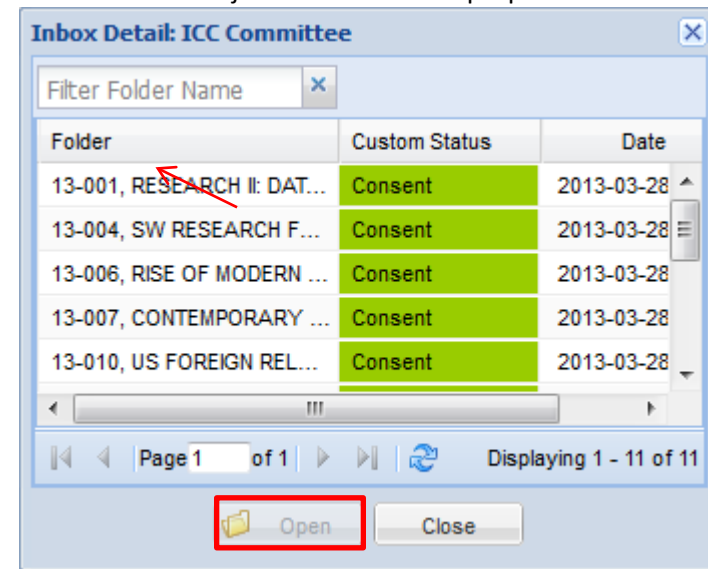
5. Click a document to view it in the document viewer.
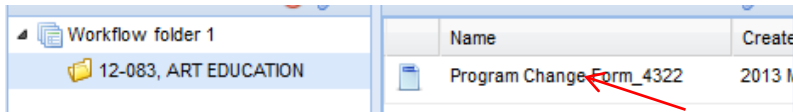
6. Review the document. You can use the document toolbar to adjust the size.

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

7. 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.
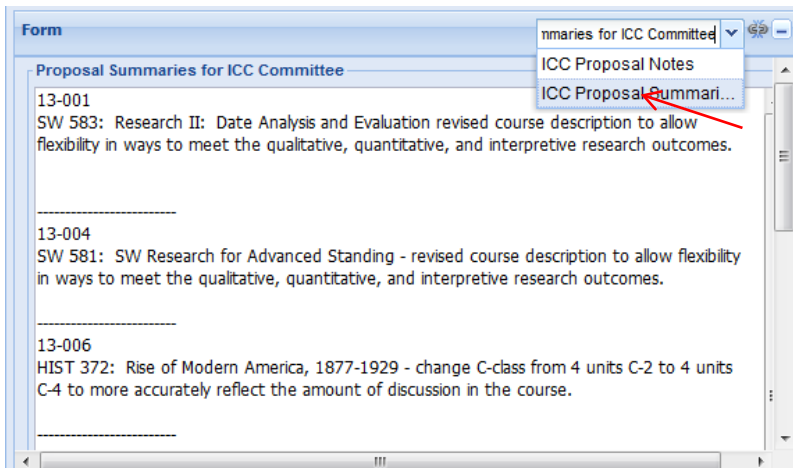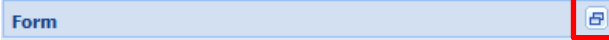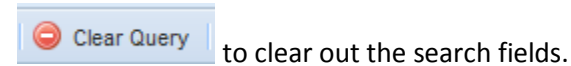

8. When you've finished reviewing, click Logout.

   ➤ 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.

1. Enter the information you'd like to search for in the appropriate field(s) and use the Enter key on your keyboard.
2. 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
3. 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)

1. Visit **vlab.humboldt.edu** in your web browser.
2. 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.
3. Click the 'Firefox Browser' icon.
4. Navigate to **nolij.humboldt.edu**.
5. When you have finished log out of Nolij and VLab.