



META

User Guide

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Welcome to META

curriQūnet META is a curriculum development, review, and approval system that addresses campus, statewide, and international collaborative issues in curriculum management and accreditation. META provides non-technical users the ability to configure and modify web entry screens and workflow templates.

Every institution develops unique curriculum management processes. This is true even where an institution is part of a regional or statewide system. META enhances and streamlines the user experience with customizable tools that are highly intuitive.

The core curriQūnet META System is designed to be configurable to reflect local requirements, while still properly interfacing components with upstream and downstream systems. This functionality includes local student systems, multi-campus curriculum searches, state reporting standards, and similar requirements.

META is a web-based application. Browser display variances may cause your screens to look slightly different from the screenshots in this guide. Supported browsers include Microsoft Edge, Google Chrome, Mozilla Firefox, and Safari. META is not currently optimized for mobile devices such as tablets and smart phones.

Your institution has one or more META administrators, usually located in the curriculum office. If you need additional assistance in using META, or have questions about the information required, please contact your administrators. Your META administrators are your best resource.

curriQūnet META allows each client to have customized workflows, and a secure, private database while maintaining a single codebase. This enables our implementation and support teams to focus on our clients while our development team constantly improves the product. The flexible nature of curriQūnet META means there is a nearly infinite combination of field types and functionalities to collect data in the format required. This guide will highlight specific field types and provide instruction on META specific features. Your institution may provide instructional materials that dive deeper into the specific proposal types you will encounter or include more specific instructions about the types of information they expect.

Accessing META

Your institution will provide you with the URL to access your META system. The URL generally follows the formula (institution name).curriqunet.com.

If your institution's META system is using a single sign on system, your log in screen will not look like the screenshot below, but will appear the same as the log in screens across your college's resources.



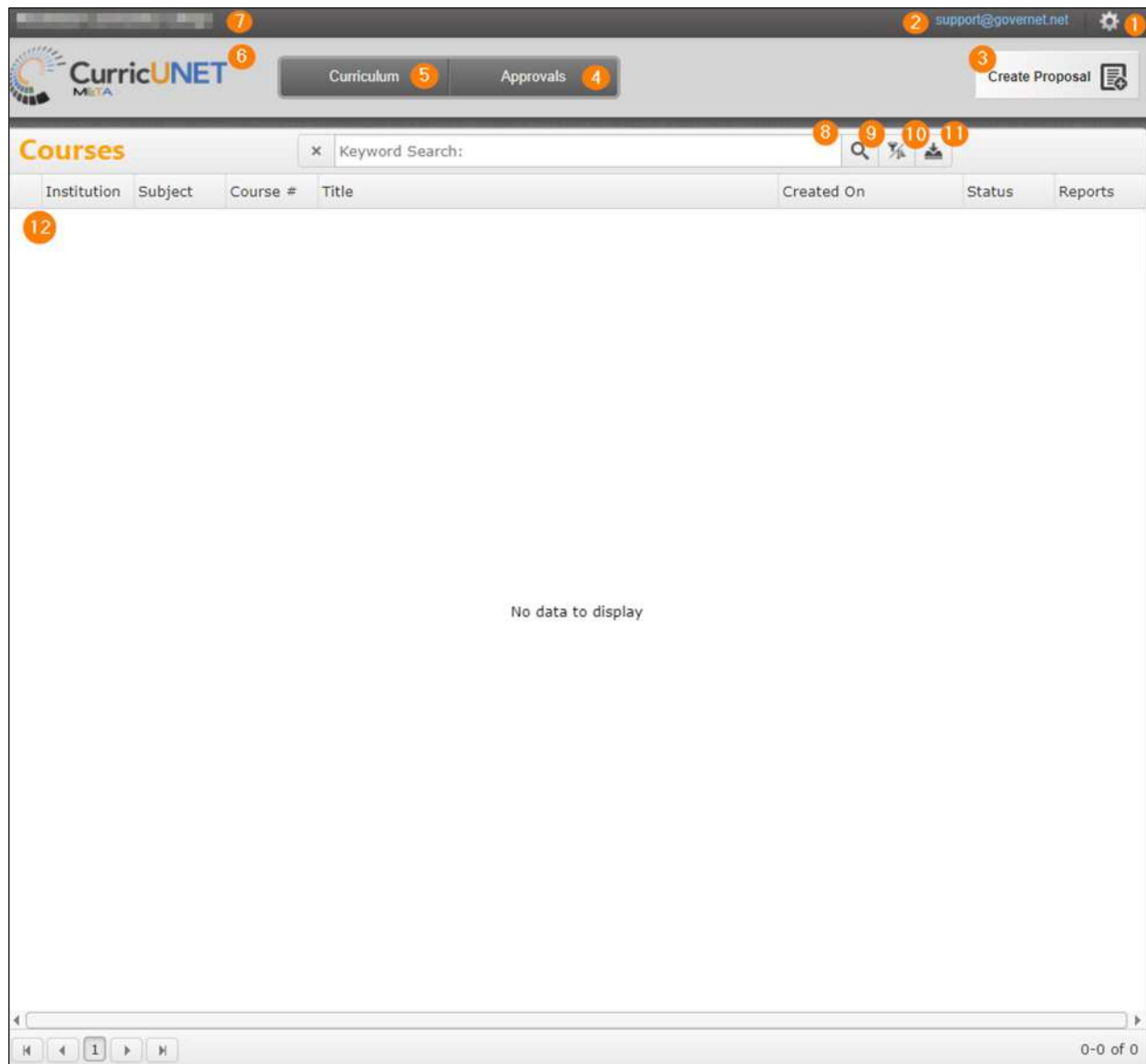
NOTE: From this point forward in this guide, screenshots will be focused on the particular areas and will no longer include the entire browser window.

Logging In

You will be provided with your log in credentials by the META administrators at your institution. You will log in with your email address (usually the address assigned by your institution), and will be given a temporary password. Upon logging in for the first time, you **must** change your password from this temporary password to protect your institution's data and security. If your college uses a single sign on system, you will receive instruction from your META administrators on how to log in.

Enter your email and password as shown below and click **Login** to begin working in META.

The landing page will always be the Course Search screen. There are several features available on the Course Search screen, described below.

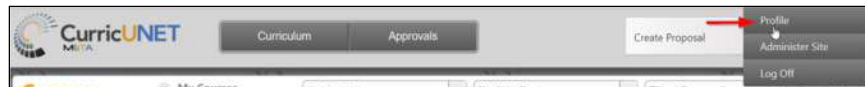


1. **Gear icon.** The Gear icon allows you access to the following functions:
 - a. Edit your profile.
 - b. Administer Site: (Site administration is detailed in the Administer Site section, page 76) This option will not be available for non-administrative users.
 - c. Log Off
2. **User ID.** Your User ID is the email address you supplied when you set up your META account.
3. **Create Proposal.** This button will open the Create Proposal page.

4. **Approvals.** Allows you to view and search items awaiting your review in an approval process.
5. **Curriculum.** Allows you to view and search Course, Program, Package, Assessment, or Program Review proposals. Curriculum types may vary depending on institution configuration.
6. **META logo.** This is a link. Click on it at any time during your session to return to the Course Search page.
7. **Institution ID.** The name of the college or institution you are logged into.
8. **Keyword Search.**
9. **Search Button.**
10. **Search Filters.**
11. **Export Button.** This feature allows you to export your search results in Excel, Word, or PDF formats.
12. **Search Results Window.** Results of your searches will appear here. For instructions on how to use the search screens, see the **Searching Curriculum** section of this guide.

Profile Management

The first time you log in, you will need to check your user information to verify it is correct. To access **Profile Management**, click the **Gear** icon at the top right of your screen, and then select **Profile**.



Verify that your information is correct, add or correct any necessary information, and click **Save**. Clicking **Save** or **Cancel** will close this screen and return you to the course search screen.

If your email address needs to be updated, please contact your institution's META administrators.

Changing Your Password

Unless your college uses a single sign on, you **must** change your password the first time you log in. You should also periodically change your password for security purposes. Navigate to the **Profile** area, as described in the previous section, and click the blue link, **Click here to change your password**.

Enter your **Current Password**, then enter and confirm your **New Password**. Passwords must be at least 6 characters long, are case sensitive, and may include letters numbers, and symbols. Make sure your password is something you can remember. Passwords cannot be retrieved, but you may reset your password should you forget it.

Resetting Your Password

To reset your password, on the Log In screen, click **Forgot your Password?** Enter your Email as instructed, and click **Reset Password**. You will receive an email with instructions on how to reset your password.

NOTE: The password reset emails are included with general notification emails, and may not be sent immediately, depending on the notification configuration for your institution. If you do not receive a password reset email within 24 hours of your request, please contact your META administrator.



Troubleshooting

Many problems encountered with META can be resolved by simply clearing the cache on your internet browser. This is usually found under in the Settings menu in your browser. You can also use the keyboard commands, **Ctrl+Shift+Enter** (in Chrome), **Ctrl+Shift+Del** (in Firefox) or **Ctrl+R** (Microsoft Edge). If you use a different browser and are unsure of how to proceed, search your browser's Help menu for "clear cache." After clearing the cache, refresh the window. You may be logged out of META and need to log back in.

If clearing the cache does not resolve your issue, you may not be using the most recent version of the internet browser. In the Settings menu of your browser, check for updates. If you have the permission to do so on your computer, update your browser to the most recent version. You may need to log in again after updating.

Your META administrators are your best resource. Should you receive an error message of any kind, or the suggestions above do not resolve your issue, please inform your administrators immediately. They may be able to help you, or they may need to contact the curriQūnet support team to resolve the issue. To help resolve any issues, the following information can help expedite your issue:

- A screenshot of the error encountered, **including the URL** (this is very important!).
- The browser you were using, and if possible, the version of that browser (usually available in the settings menu for your browser).
- What you were attempting to do, including, (if possible), the exact steps you took that resulted in the error. Being able to reproduce the error is vital for the curriQūnet support team to be able to fix the problem.