

ADMINISTRATIVE: ATTRIBUTE REQUEST



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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ADMINISTRATIVE: ATTRIBUTE REQUEST

PROCESS

The Attribute Request proposal should be used to request the creation of an attribute for the purpose of association with a student or course record in banner.

ORDER OF APPROVERS



REQUIRED DOCUMENTS:

- Standard Operating Procedure

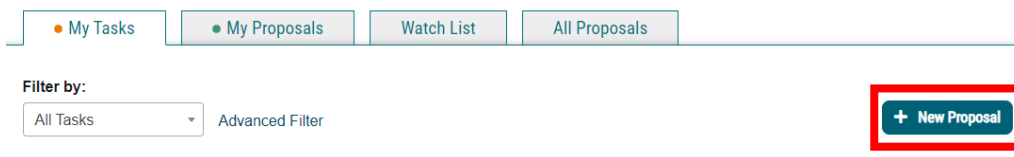
INSTRUCTIONS

COMPLETING THE PROPOSAL

1. Login to Curriculog using your net ID and password.

<https://augusta.curriculog.com>

2. Select “New Proposal” from the task menu.



3. Hover over the proposal titled “Administrative: Attribute Request” and click the blue check mark in order to begin.

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Administrative: Attribute Request 3.1.1



2 mandatory 2 total



4. Navigate to the Attribute Request Information section of the proposal.

5. In the Requester Information section, enter your name, email, and phone number.

Requester Information

Name*

First and Last Name

Email*

AU Email

Phone Number*

Office Phone Number

6. In the Attribute Request Information section, select the type of attribute that is being requested: course or student.

Choose the type of attribute that you are requesting:*

- Course
 Student

Student attributes will be added to student records to designate a group of students. Course attributes will be added to courses to designate a type/group of courses.

7. In the Attribute Owner field, select the college or department that will be responsible for managing the attribute.

Attribute Owner*

Select an option

Choose the owner of the attribute. (College, Department, or Program)

8. In the Suggested Four Character Attribute field, enter the four character attribute that you would prefer.

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Suggested Four Character Attribute*

Four characters that will be used to designate the group of students or courses.

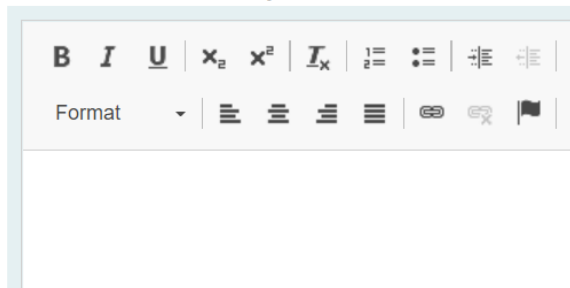
9. In the Suggested Attribute Description field, enter the description that should accompany the new attribute.

Suggested Attribute Description*

Description that will accompany the four character attribute.

10. Complete the Justification for Request field indicating the reason the new attribute is needed.

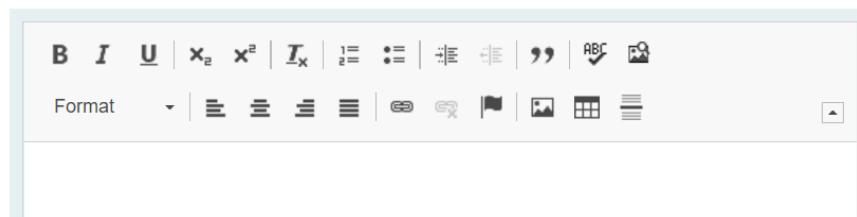
Justification for Request*



A rich text editor toolbar with various icons for text formatting (bold, italic, underline, subscript, superscript, strikethrough), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link, unlink, and other text manipulation tools.

11. Navigate to the next field and indicate which group of students or courses will be identified and associated with this new attribute.

Which group of students or courses are you requesting to be identified with an attribute?*



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LAUNCHING THE PROPOSAL

12. Scroll back to the top of the proposal pane and click the rocket ship icon labeled “validate and launch proposal”. Proposal will be validated and launched.

CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu.