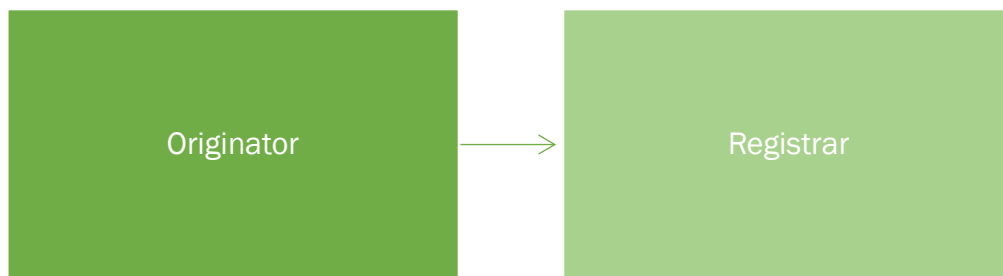# ADMINISTRATIVE: ATTRIBUTE REQUEST

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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

Approval Process Key:

Approval Stages	Implementation Stage

Originator	→	Registrar

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.

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.

Suggested Four Character Attribute*

Four characters that will be used to designate the group of students or courses.
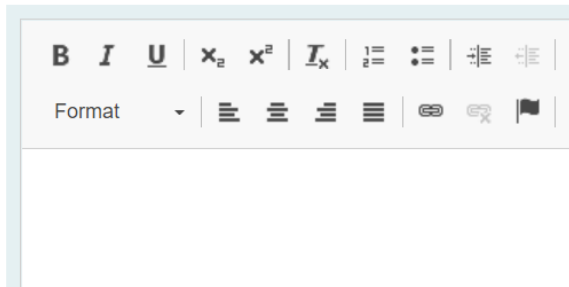
9. In the Suggested Attribute Description field, enter the description that should accompany the new attribute.

Suggested Attribute Description*

Description that will accompany the four character attribute.

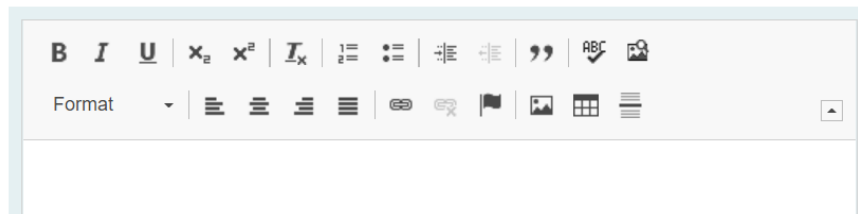10. Complete the Justification for Request field indicating the reason the new attribute is needed.

Justification for Request*

| B | I | U | x₂ | x² | Iₓ | | | | |
| Format | ▾ | | | | | | | |

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?*

| B | I | U | x₂ | x² | Iₓ | | | | ABC | |
| Format | ▾ | | | | | | | | | |

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.
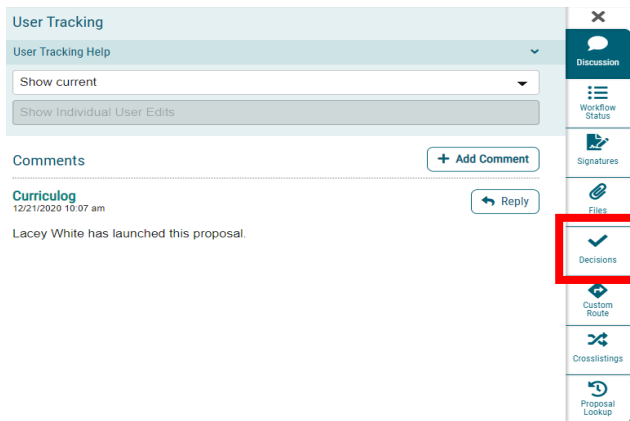

13.   The proposal is now in your "My Tasks" tab.

14.   In order for the proposal to move forward to the next approver step, you must approve it.

15.   To approve the proposal, click on the proposal on your task list.
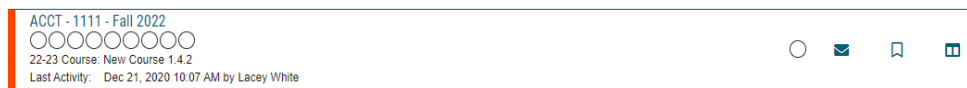
16.   Once the proposal opens, navigate to the right hand menu bar and select the blue check mark.

17.   This will open a discussion box, fill in the radial button beside "Approve" and click "Make My Decision".

Your Decision

What would you like to do with this proposal?

○ Approve   ○ Hold
○ Reject   ○ Suspend
                   ○ Cancel
                   ○ Custom Route

Please comment on your decision below.

Make My Decision

CONTACT

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