



# LAUNCHING A PROGRAM

## Launching a Certificate or Degree

### STEP 1:

- ❖ Once you have save and finished this section, click the submit button on the left hand side of the page.

**Submit**

### STEP 2:

- ❖ Click on My Approvals

Your proposal is complete and the audit was successful. Now follow the link to "My Approvals", select "Originator" role, and approve the first step of the approval. Approving the first step, will notify the next positions/steps.

[My Approvals](#)


### STEP 3:

- ❖ Select Role as Originator and click next.

Approval Process	
Select Role	Originator
<b>Next</b>	

### STEP 4:

- ❖ Find your pending program and select Action.

	Title: TEST *Pending*
	**New Degree**
	Kay Dee Yarbrough
	Step:1272 Originate
	Proposal Level: 1.00
	<b>Action</b>

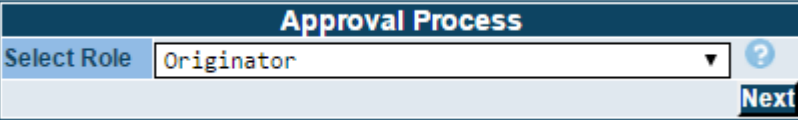
### STEP 5:

- ❖ Change Action to Submit.

Approval Process	
Program	TEST
Proposal Type	New Degree
Step	Originate Proposal
Description	Originate Proposal
Comments	<div></div>
Action	Submit
<b>Save</b>	

## STEP 6:

- ❖ Once you click Submit, it will take you back to the Approval Process screen and your program has been submitted.



The screenshot shows a web interface titled "Approval Process". Below the title is a "Select Role" dropdown menu with "Originator" selected. To the right of the dropdown is a help icon (a question mark in a circle). At the bottom right of the form area is a "Next" button.

**Congratulations! Your Program has been launched!**