

How Do I Print or Save a Proposal as a PDF? (9.25.2020)

Go to www.elcamino.edu/academics/ccs for updated User Guides

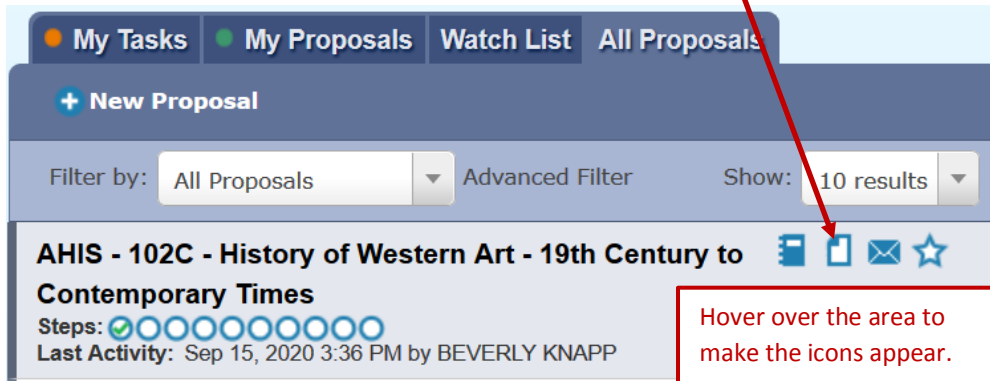
1. **Log in:** Go to: <https://elcamino.curriculog.com>


Click Log-In  (upper right corner)

Use your complete ECC email and password

(Problems logging in? Contact Lavonné at lplum@elcamino.edu)

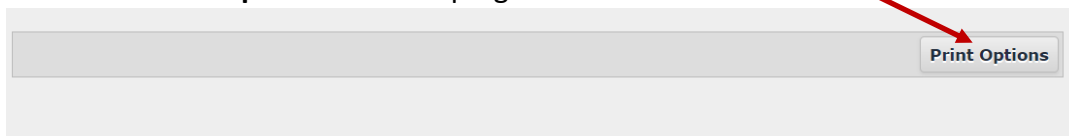
2. **Select the course** and click on the *View Proposal*  icon to open the proposal.



3. **Scroll to the top of the page** and click on the printer  icon.



4. **Click on Print Options** on the top right.



5. **Select *Summary Fields Only*** and Click **Print Proposal**.

Which proposal details would you like to include in the printed proposal?

<input checked="" type="checkbox"/> Summary Fields Only	<input type="checkbox"/> Crosslisting (Name of the crosslistings)
<input type="checkbox"/> Steps	<input type="checkbox"/> Signatures
<input type="checkbox"/> Files (Name of the file and author)	<input type="checkbox"/> Decision Summary for the Current Step
<input type="checkbox"/> Comments (only the comments you can view)	<input type="checkbox"/> Tracking (printing in color will help the readability)

6. **When your printer window opens**, you can either print it or save it as a PDF.