Open the University webpage. Click on Staff link

Click on MySaint link

Click to sign in
Login to MySaint

Single sign-on (SSO) enables you to log in only once to gain access to the systems and applications that you have permission to use, without being prompted to log in again for each system.
Click on C-View
To amend a module, click on “Curriculum approval process (Proposer)”. Note that the number of links you see will depend on your roles within the curriculum approval process.
<table>
<thead>
<tr>
<th><strong>Curriculum approval process (Proposer)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTE:</strong> For module code, type, level or credits change, use the &quot;Propose a new module (staff)&quot; link.</td>
</tr>
<tr>
<td><strong>Propose a new module (staff) <a href="#"></a></strong></td>
</tr>
<tr>
<td><strong>Request to withdraw an existing module (staff) <a href="#"></a></strong></td>
</tr>
<tr>
<td><strong>Propose an amendment to an existing module (staff) <a href="#"></a></strong></td>
</tr>
<tr>
<td><strong>Search for approved modules or programmes (staff) <a href="#"></a></strong></td>
</tr>
</tbody>
</table>

Click on “Propose an amendment to an existing module (staff)” to begin a module amendment proposal.
• After clicking the link you will be directed to a basic information page. Read the information, then click “PROCEED” to continue.
• Answer all the questions on the following screen and click CONTINUE at the bottom of the page.

- In the “What is the existing situation?” question, list the current content of all the fields you wish to amend.
- In the proposal itself, you then change ONLY the fields you wish to amend with the new content.
The questions on this screen should be all pre-populated. Click CONTINUE.
At this point your proposal is recorded in the system with a unique identifier. From this point on, you can log out of the system and return to your proposal at a later time.

Scroll to the bottom of the page and click CONTINUE.
From this page, select the section on the left that you wish to amend and change that data only

Then save that section and go to the Summary section to check the data
Once you have checked the content of the fields you wish to amend, scroll to the bottom of the page of the Summary section.

Click SUBMIT to submit your module amendment.
Confirm submission

Module approval: Module amendment Status
AMODS50015 - Applied Ecology

You will not be able to submit the amendment if there is missing or incorrect information.
If you intend to continue with the amendment of the module, please press CONFIRM SUBMIT otherwise Press EXIT.

CONFIRM SUBMIT  EXIT

Click CONFIRM SUBMIT to confirm your submission.
Sharing your proposal before submission

Done offline

Module approval: New module
NMODS30012 - guidance notes October 2016

Sharing your proposal with colleagues before submission

You are the only person able to edit this proposal. In order to share this proposal with colleagues and get their comments before submitting, it is recommended that you save this web page as a PDF.

To save or open this page as a PDF, print this page by clicking the print button above and use your browser’s print options to save or open as a PDF. If you wish to convert the pdf file to a Word Document, right click on the saved pdf, choose Convert PDF/XPS and then choose As Form to Microsoft Word. A word document will be automatically created.

You can return to this screen from any page in the proposal by clicking the button.