

Returning to a Program Proposal that you have saved but not yet submitted

1. Go to <https://cls.ccri.edu/programadmin/>
2. Log on using your CCRI username and your password.
3. In the field to the left of the Search button, enter the program number (e.g., 20) of the program proposal you wish to edit and press the green Search button.
 - a. Note: the list of programs will appear in numbered order with newest programs listed toward the end.. If you are working on the same program, it is wise to make note of the program number for easy searching.

20 History - OR -

Quick Searches...

Number of Program	Program Name	Workflow	Status
20	Business Administration, Marketing - Certificate		edited

If you do not know the program number, you may also search by typing in a word within the program surrounded by asterisks.

marketing History - OR -

Quick Searches...

Number of Program	Program Name	Workflow	Status
19	Business Administration, Marketing - Associate in Science in Business		
20	Business Administration, Marketing - Certificate		edited

4. Click the green Edit Program button to open the form.

Changes saved but not submitted

Viewing: **20 : Business Administration, Marketing - Certificate** [Preview Workflow](#)

Last approved: 01/31/23 12:53 pm
Last edit: 03/31/23 10:43 am

History

- 1. Aug 2, 2022 by cimg-dbogges
- 2. Jan 31, 2023 by

5. Save changes before leaving the form or press the green Start Workflow button to enter it into workflow, which will start the review process.

Questions? Contact crc@ccri.edu