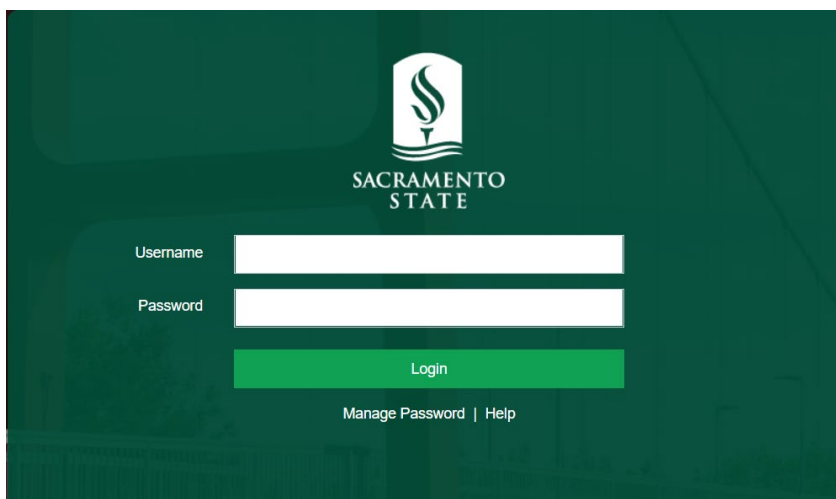
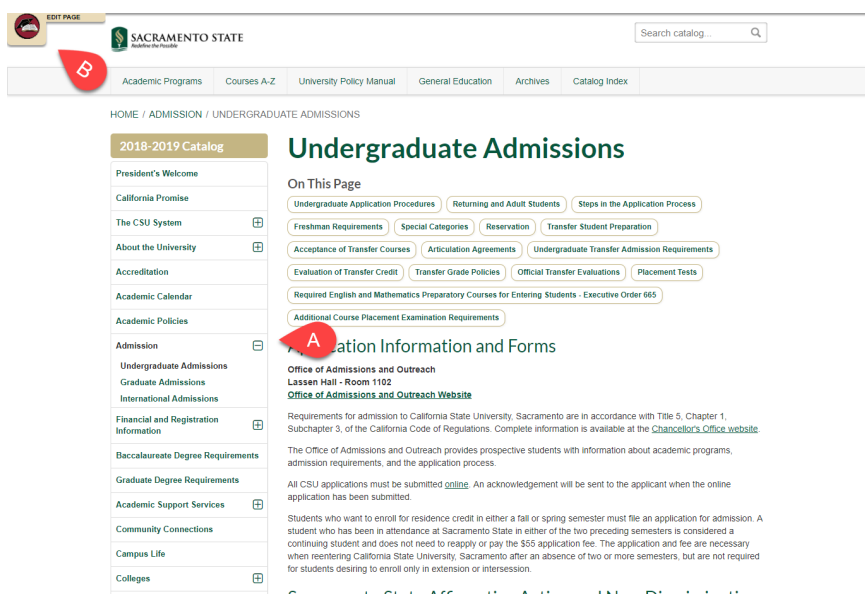


Editing University Catalog content

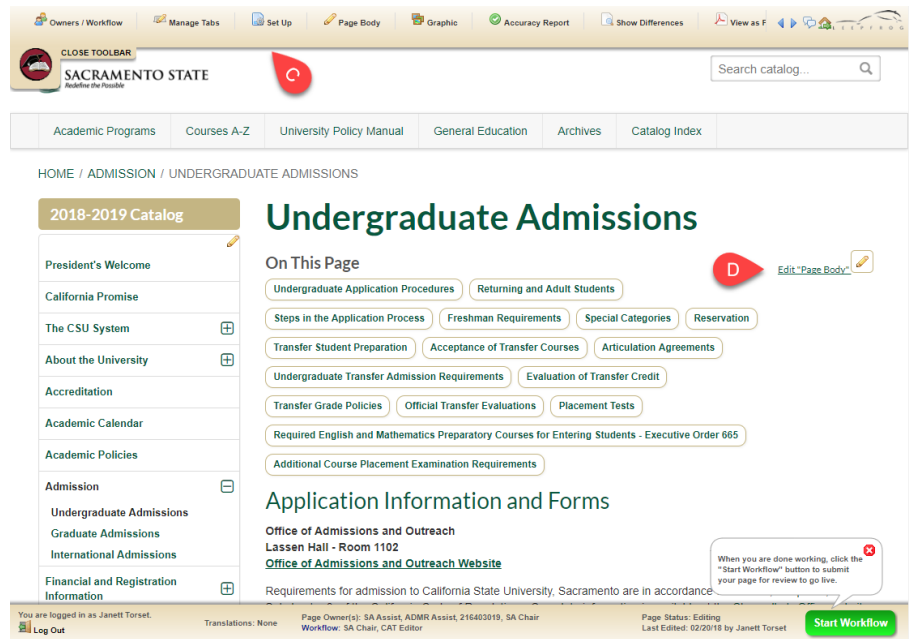
1. Go to <https://nextcatalog.csus.edu/> (Edge, Firefox, and Chrome are the recommended browsers) and log in with your Sac State credentials.



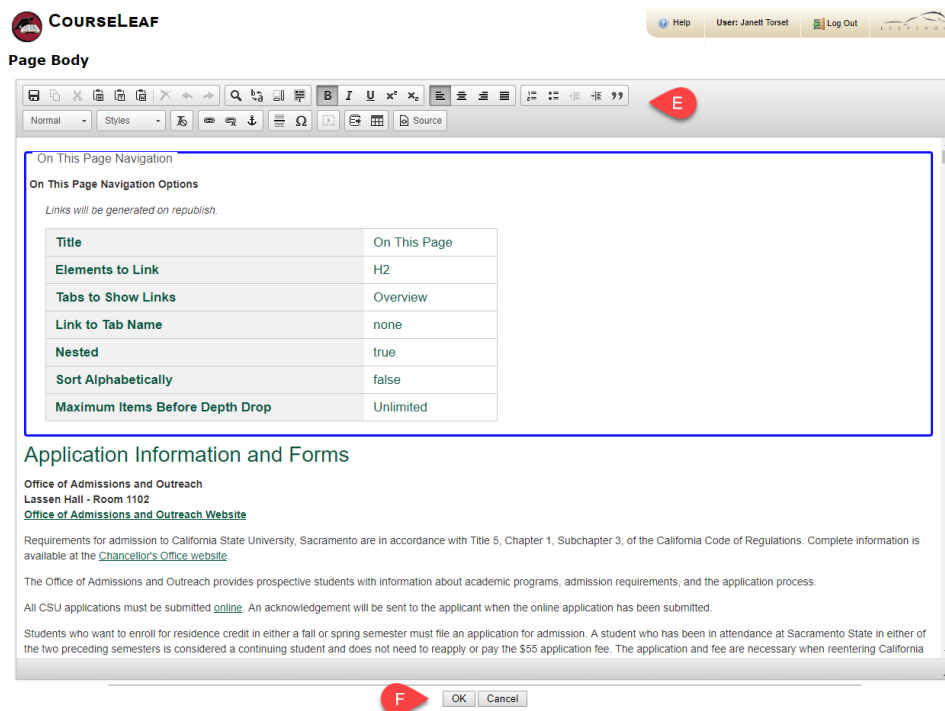
2. Navigate to the appropriate catalog page using the left navigation column (A). Look for the EDIT PAGE tab in the upper left corner of the page (B). If you do not see this tab, you **do not** have permission to edit this page. Please contact Academic Services at catalog@csus.edu to request access.



- Click on the EDIT PAGE tab; this will open the toolbar (C) and editing links (D).



- Click on “Page Body” in either the toolbar or the in-page link to open the Page Body Editor.
 - The editing toolbar (E) uses the standard word processing tools.
 - Once the page edits have been completed, click OK (F).



- Changes to the page will be saved and you will return to the main window. Click on Start Workflow (G) to submit the page for approval. If you wish to exit the page and return later to complete edits, simply close the browser without clicking on Start Workflow.

The screenshot shows the Sacramento State website in edit mode. The top navigation bar includes links for Owners / Workflow, Manage Tabs, Set Up, Page Body, Graphic, Accuracy Report, Show Differences, and View as F. The Sacramento State logo and a search bar are also present. A secondary navigation bar lists Academic Programs, Courses A-Z, University Policy Manual, General Education, Archives, and Catalog Index. The main content area is titled 'Undergraduate Admissions' and features a sidebar with a '2018-2019 Catalog' menu. The 'On This Page' section contains various topic buttons such as 'Undergraduate Application Procedures', 'Returning and Adult Students', 'Steps in the Application Process', 'Freshman Requirements', 'Special Categories', 'Reservation', 'Transfer Student Preparation', 'Acceptance of Transfer Courses', 'Articulation Agreements', 'Undergraduate Transfer Admission Requirements', 'Evaluation of Transfer Credit', 'Transfer Grade Policies', 'Official Transfer Evaluations', 'Placement Tests', 'Required English and Mathematics Preparatory Courses for Entering Students - Executive Order 665', and 'Additional Course Placement Examination Requirements'. Below this is the 'Application Information and Forms' section, which includes contact information for the Office of Admissions and Outreach. A 'Start Workflow' button is visible in the bottom right corner, and a tooltip提示用户提交更改。 The footer contains user information, page status, and a 'Log Out' link.