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.
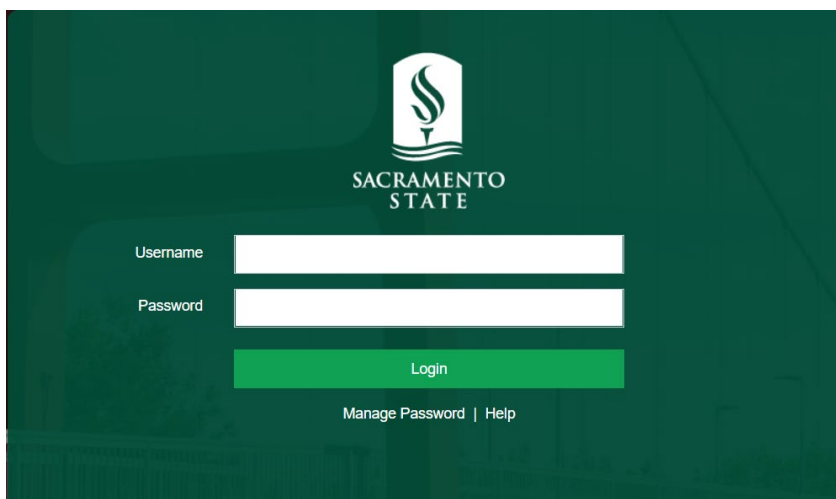

2. Navigate to the appropriate catalog page using the left navigation column (A). Look for the EDIT PAGE tab in the upper left corner of the page (B). If you do not see this tab, you **do not** have permission to edit this page. Please contact Academic Services at catalog@csus.edu to request access.
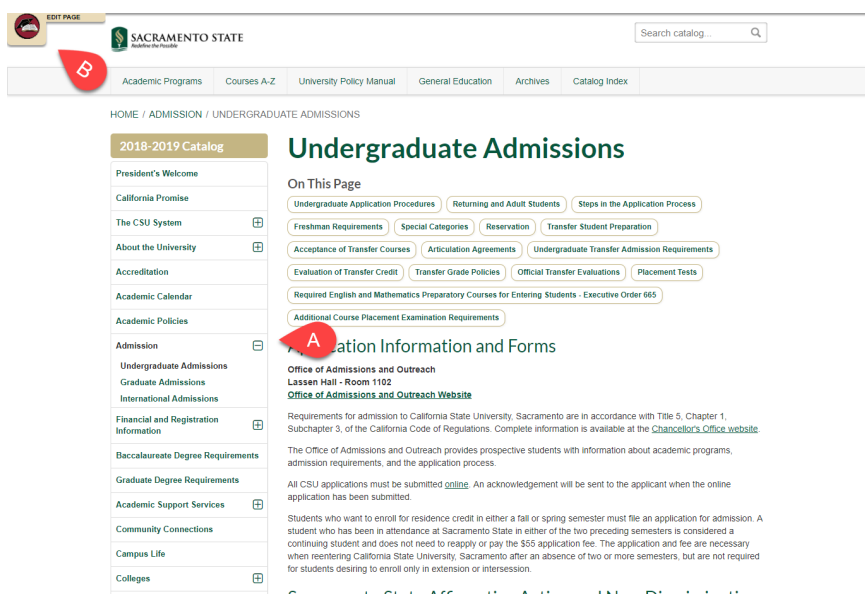
3. Click on the EDIT PAGE tab; this will open the toolbar (C) and editing links (D).
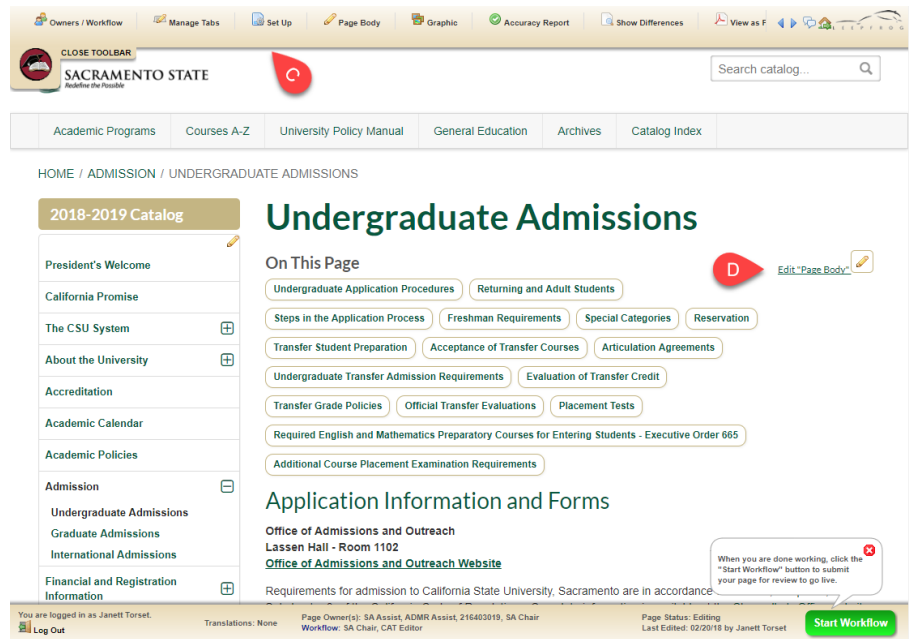
4. Click on "Page Body" in either the toolbar or the in-page link to open the Page Body Editor.
   a. The editing toolbar (E) uses the standard word processing tools.
   b. Once the page edits have been completed, click OK (F).
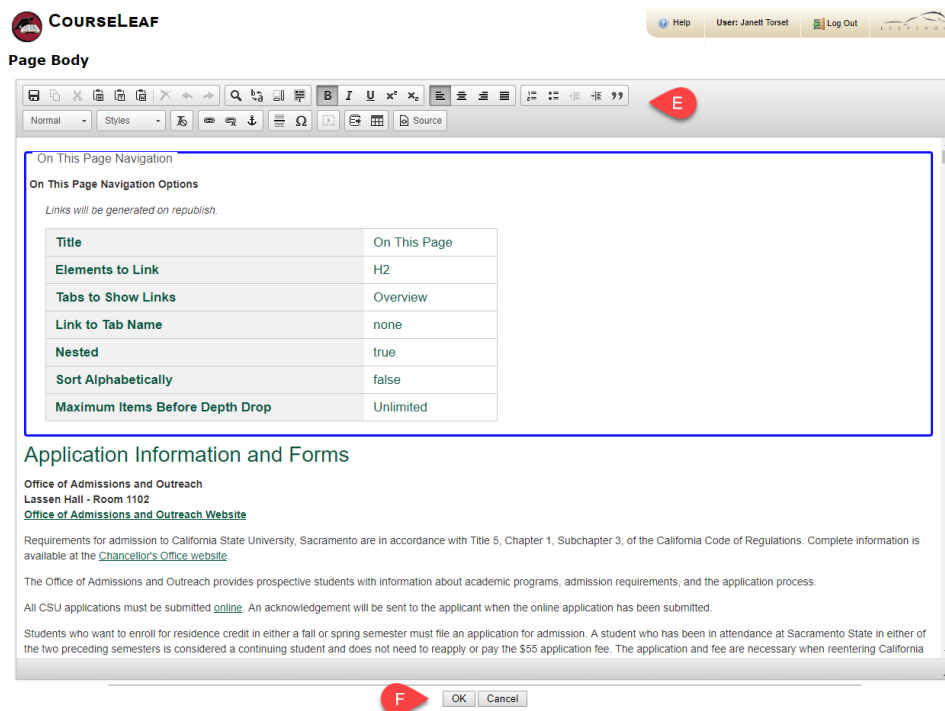
5. Changes to the page will be saved and you will return to the main window. Click on Start Workflow (G) to submit the page for approval. If you wish to exit the page and return later to complete edits, simply close the browser without clicking on Start Workflow.