How to edit a Catalog Page

- 1. Go to the catalog page. Example: https://nextcatalog.csupueblo.edu/sample/index.html
- 2. Click Edit Page in the top right corner

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| | > Office of Financial Management | | |
| | > Student Affairs | | |
| | > Academic Policies | | |
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| | > Special Academic Programs & Services | | |
| | > Extended Studies | | |
| | Academic & Degree Programs | | |
| | > College of Health & Education | | |
| | > College of Humanities, Arts, & Social Sciences | | |
| | College of Science, Technology, Engineering, & Mathematics | | |
| | > The Hasan School of Business | | |
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| | Course Description Information | | |

3. A **toolbar** will expand on the top of the webpage and an 'Edit ____' with a **pencil** next to it will appear.

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4. Use the **tabs** to navigate each section of the page. Use the Edit _____ to edit each tab.

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5. Enter your edits in the pop up editing box. Click ok when you are done.

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6. Once you've completed all required edits, click **Start Workflow** in the bottom right-hand of the screen.

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If you need to change the title of a tab, remove a tab, or add a new tab, please submit the request to <u>csup_courseleafrequests@csupueblo.edu</u>.