Instructions

An email notification will be sent when a page in the Catalog is ready for your review and approval.

Email account: unc@notify.courseleaf.com

1. Use the link in the email message to view the Catalog page
   or
   Go to http://nextcatalog.unc.edu/courseleaf/approve to view all the pages ready for your review.

2. If prompted, login using your Onyen username and password.

3. Select the Your Role drop down menu to select a role and see the pages that are available for that role. When a role is selected, the Pages Pending Approval list will be populated with pages that require review, editing, or approval from the selected role. Click Refresh List to see if new pages have been added since last visited or if the list doesn't contain an expected page.

4. The Page Pending Approval list is the queue of available pages waiting for editing. Use this list to select the page to review.

5. Select a page to review.

6. The selected page is displayed in the page review section at the bottom of the Page Pending Approval page. Review the selected page here, then approve it, edit it, or send it back to a previous editor in the workflow. Review changes made by various editors in the workflow by clicking the View Changes By drop down and selecting the editor to review.
Note: All changes are visible by default. Click Hide Changes to view only the final text.

7. **To make changes:**
   After you have selected the blue “Edit” button for your file (see #9 below), notice the tabs that appear under the main headline “Department of …”: Overview, Programs, Faculty, Courses, and perhaps other tabs. To make changes to the Overview tab, click on the tab and then click on the “Page Body” link in the beige toolbar. To make changes to the other tabs, click on them and select their matching links in the toolbar. You may not initially see all the editing links in the toolbar. On the far right of the toolbar, you will see two navigational blue arrows. You can scroll the toolbar to the left and right using these arrows in order to uncover any hidden editing links.

8. **Review changes and content on all tabs.**

9. **Action Options**
   a. **Approve**: Moves the page to the next step in workflow.
   b. **Rollback**: Sends the page back to a previous editor in the workflow. You must select a user and provide a comment.
   c. **Edit**: Allows you to edit the page.

**Additional Information & Resources**

- Page Info/Status (upper right): Review basic page information and the workflow status of the selected page here.
- Recommended browsers: Firefox, Chrome
- To add, modify, or remove your Catalog Role, submit a [Request Form](#).
Catalog Administrative Team

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