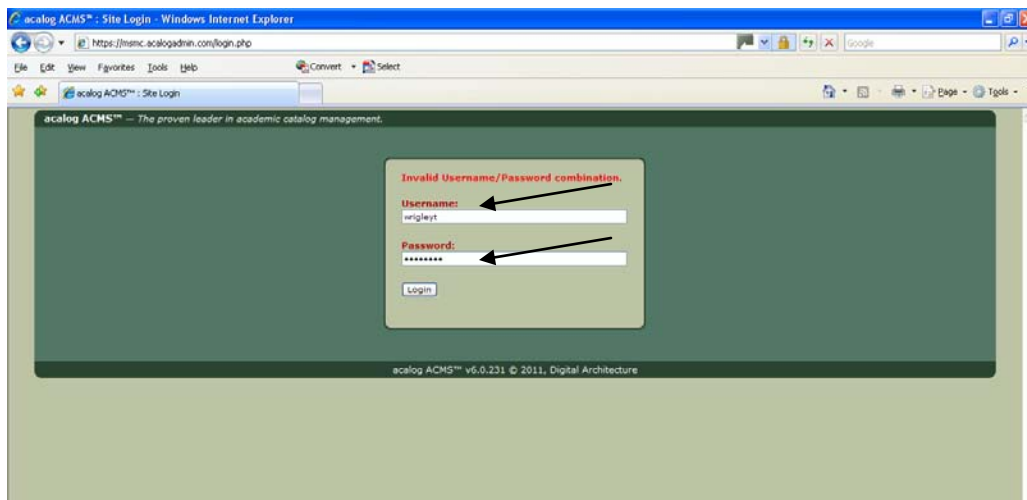
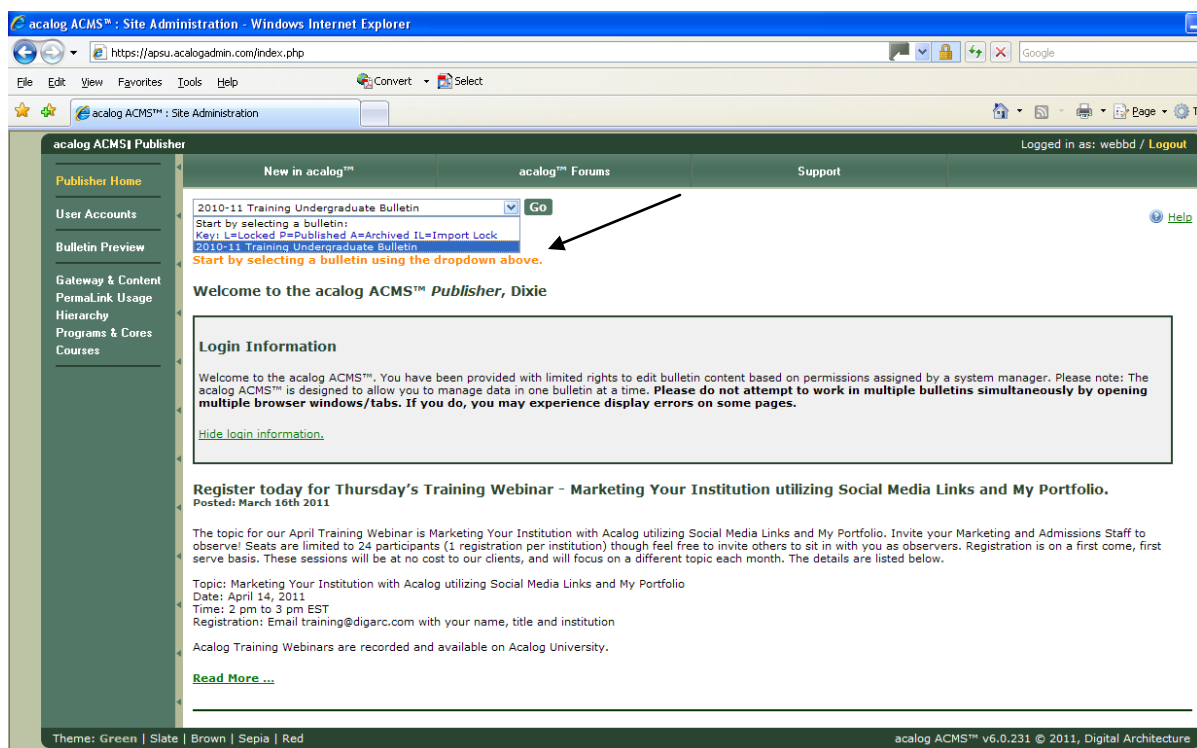


Editing Departmental Pages

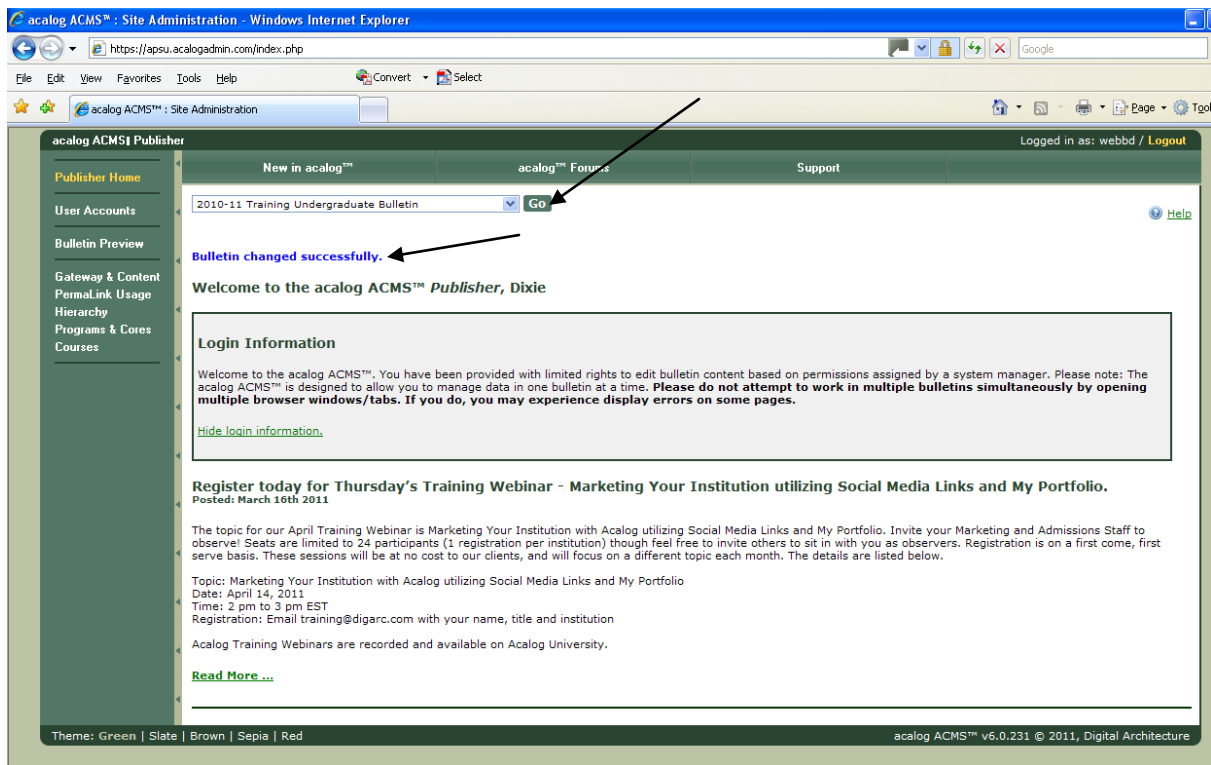
1. Log-in to Acalog using the following link <https://apsu.acalogadmin.com/>
 - a. Enter **Username** and **Password**
 - b. See Log-in and Changing Password instructions if this is the first time you have logged in



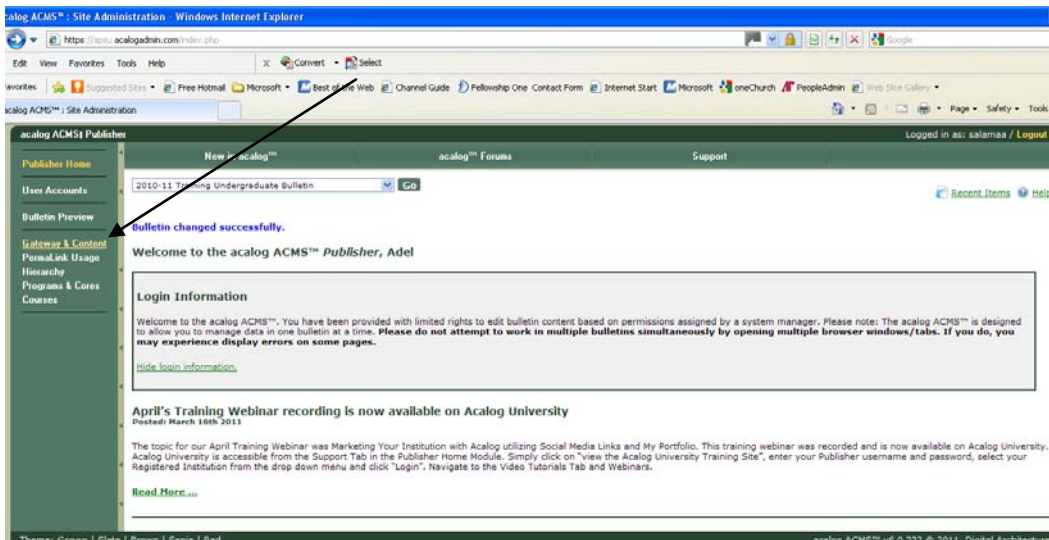
2. In the top left-center of page, start by selecting a bulletin
 - a. For training purposes you will see 2010-11 Training Undergraduate Bulletin
 - b. For editing purposed you will see:
 - i. In Progress 2011-12 Undergraduate Bulletin
 - ii. In Progress 2011-12 Graduate Bulletin
 - c. You will click on the 2010-11 Training Undergraduate Bulletin for today's training




- d. Once you click on the **Go** button you will see the message that the Bulletin changed successfully

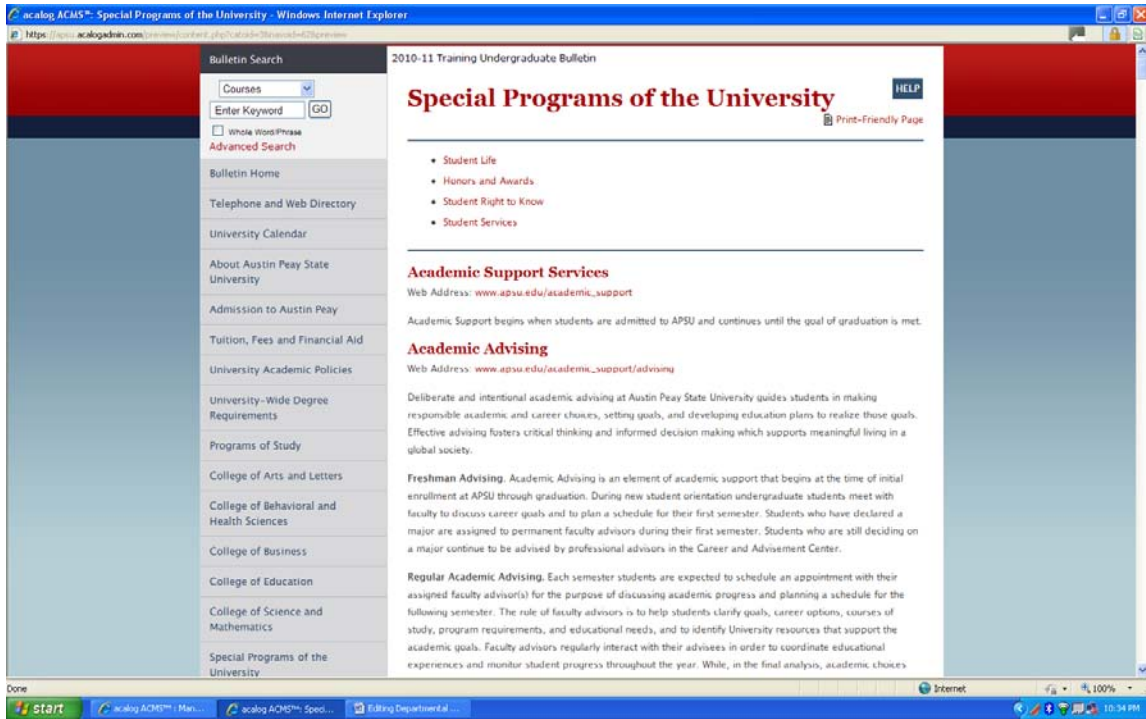


3. Click on Gateway & Content link on the left

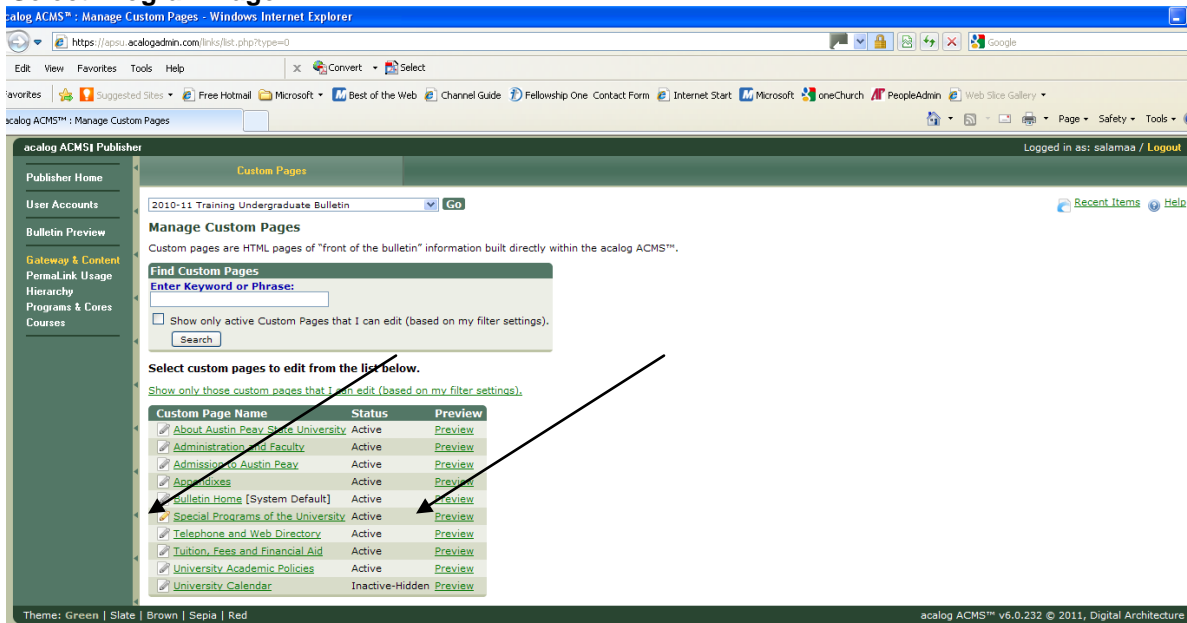


4. You can Search for a Custom Page by entering a keyword or phrase and clicking on search **or** Select from the list of Custom Pages at the bottom (example 2). Note you will only have access to those that have a yellow pencil  next to them. The pencil will be grayed out if you do not have access.
 - a. First click on the preview button next to the page you want to edit. Leave this window open, but minimize it
 - b. Double click on the program you wish to edit

Preview Page

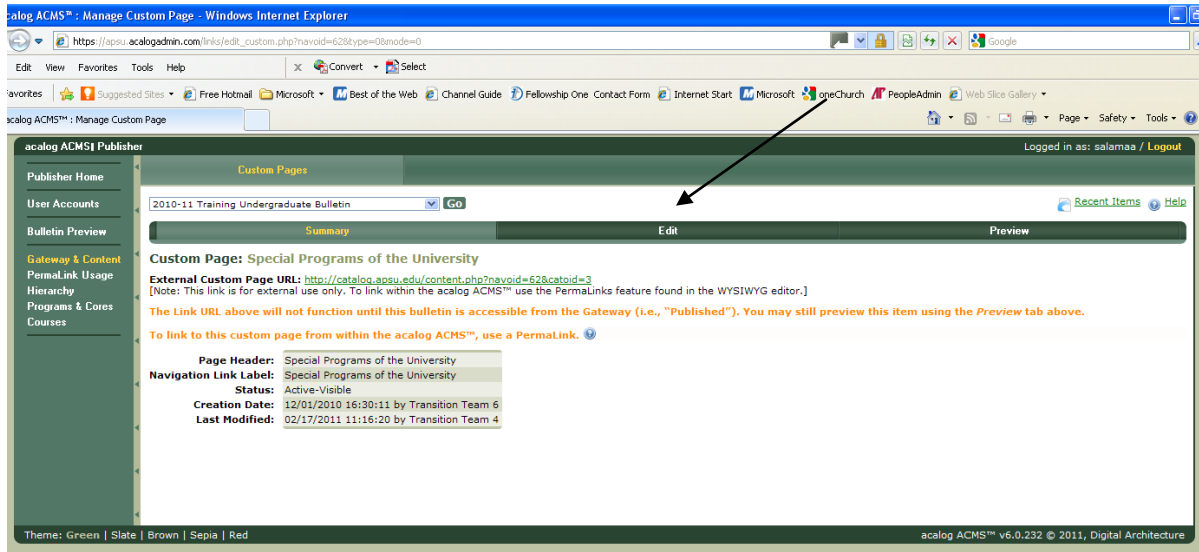


Select Program Page



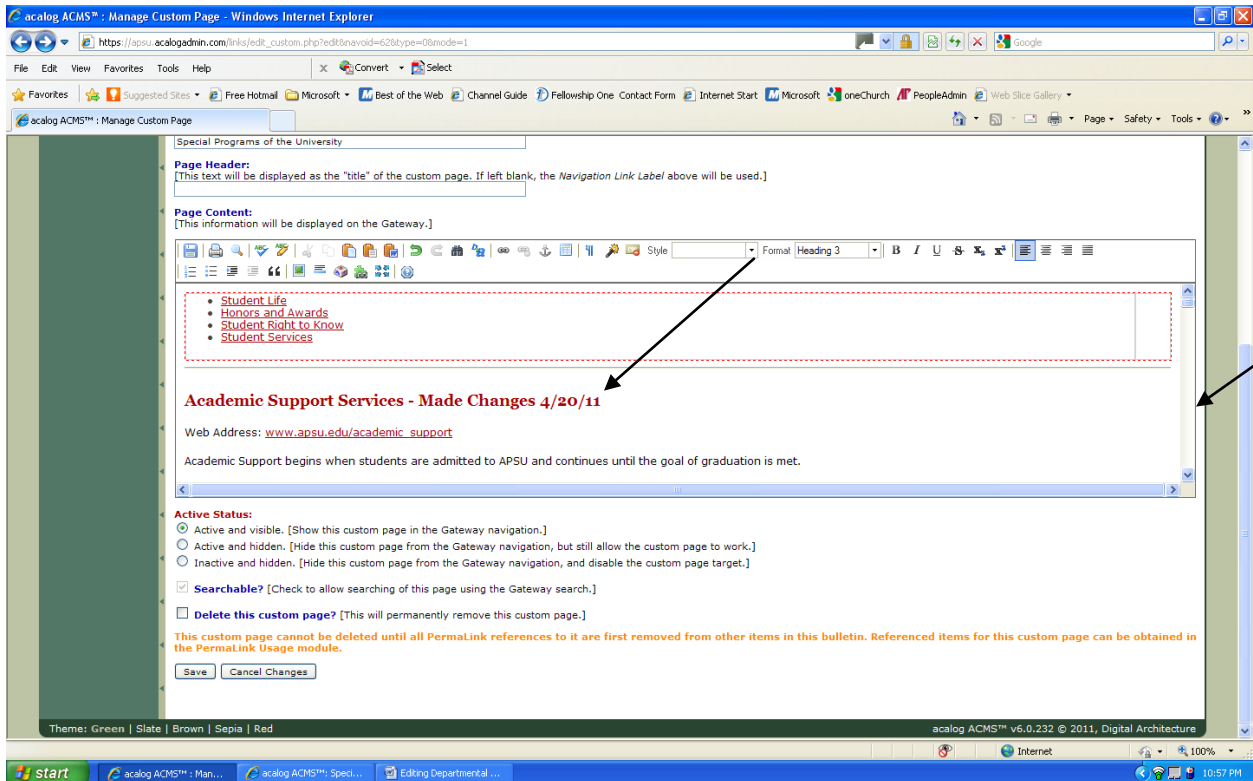
5. If you do not have access to an area you feel you should, please contact Tamara Deep at deept@apsu.edu for assistance

6. After you double click on the program, a Summary will appear of the program
7. Click on the **Edit tab** located at the top of the page to Edit the text in your area



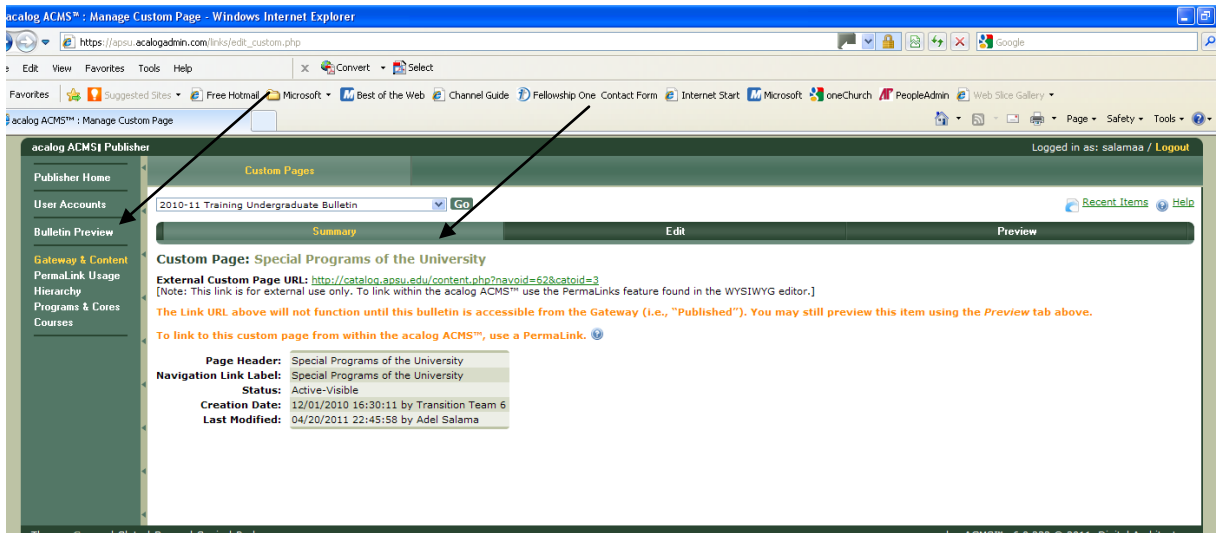
8. Once you click on the Edit tab, the text will appear to edit
 - a. Many of the custom pages will have many departments on the same page. Please only edit text in your area.

Note: When text is edited, there is a trail of who made changes
 - b. Make your edits and then scroll to the bottom and click on the Save button
 - c. Do not change the **Active Status** or **Do Not** click on **Delete this program** located just above the Save button

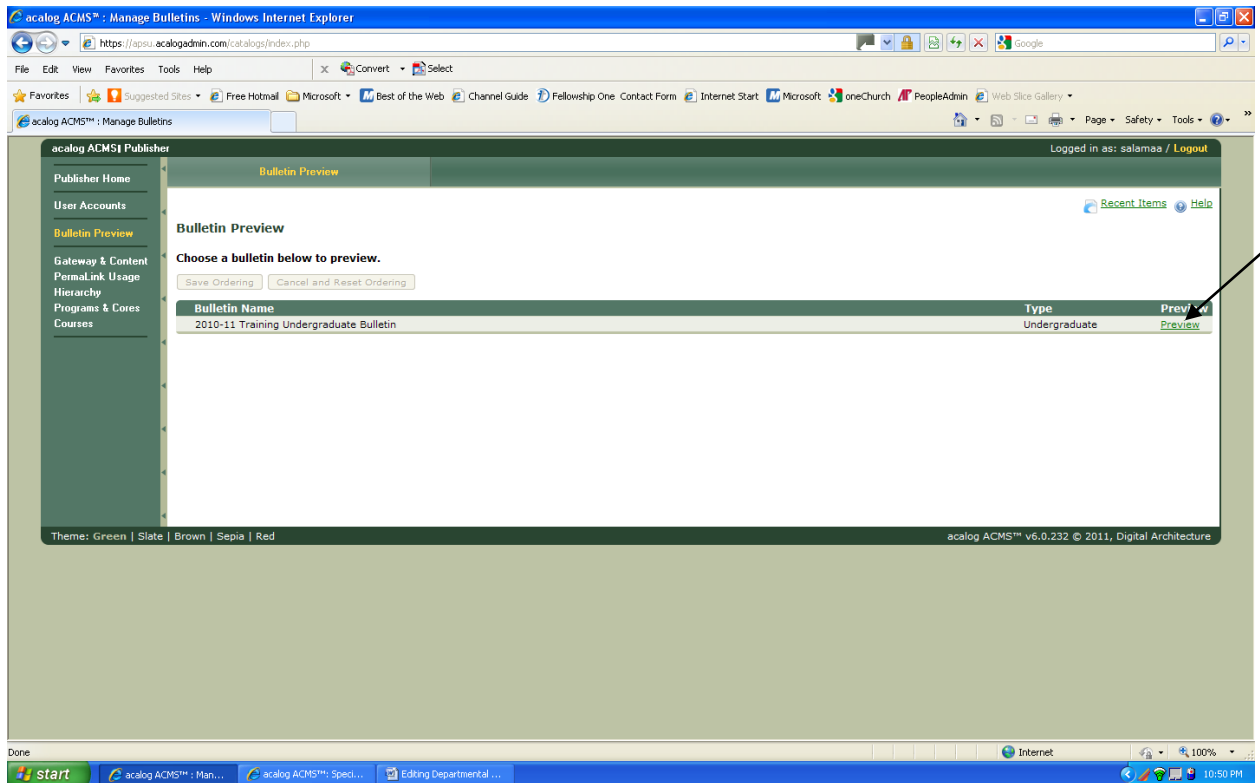


9. Once you click on Save the following page will appear indicating the **Custom Page**: Name of custom page (example shows Special Programs of the University)

10. Click on **Bulletin Preview** link on the left



11. The bulletins that you currently have access to will appear
- Click on the Preview link located to the right to open the bulletin
 - Once the preview page opens, click on the link to the right that corresponds with the custom page you just edited
 - Confirm that your changes were saved



Preview Screen – This example shows selecting Special Programs of the University

The screenshot shows a Windows Internet Explorer browser window displaying the Austin Peay State University website. The address bar shows the URL: <https://apsu.acalogadmin.com/preview/index.php?catid=3>. The page title is "2010-11 Training Undergraduate Bulletin". The main content area features the AP logo and the text "Austin Peay State University Undergraduate Bulletin 2010-2011 WWW.APSU.EDU". A sidebar on the left contains a navigation menu with the following items: Bulletin Home, Telephone and Web Directory, University Calendar, About Austin Peay State University, Admission to Austin Peay, Tuition, Fees and Financial Aid, University Academic Policies, University-Wide Degree Requirements, Programs of Study, College of Arts and Letters, College of Behavioral and Health Sciences, College of Business, College of Education, College of Science and Mathematics, **Special Programs of the University** (highlighted with a black background and a white arrow), and Course Descriptions. The main content area contains several paragraphs of text, including a disclaimer and information about the Class Schedule and APMail email.

Preview Screen – Note the text “Change Made 4/20/11” next to Academic Support Services. This shows changes made were saved successfully

The screenshot shows a Windows Internet Explorer browser window displaying the Austin Peay State University website. The address bar shows the URL: <https://apsu.acalogadmin.com/preview/content.php?catid=3&navoid=62>. The page title is "2010-11 Training Undergraduate Bulletin". The main content area features the text "Special Programs of the University" and a list of links: Student Life, Honors and Awards, Student Right to Know, and Student Services. Below this list, there is a section titled "Academic Support Services - Made Changes 4/20/11" with a sub-link "Web Address: www.apsu.edu/academic_support". A black arrow points to the text "Made Changes 4/20/11". Below this section, there are sections for "Academic Advising" and "Freshman Advising". The sidebar on the left contains a navigation menu with the following items: Bulletin Search, Courses, Enter Keyword, Whole Word/Phrase, Advanced Search, Bulletin Home, Telephone and Web Directory, University Calendar, About Austin Peay State University, Admission to Austin Peay, Tuition, Fees and Financial Aid, University Academic Policies, University-Wide Degree Requirements, Programs of Study, College of Arts and Letters, College of Behavioral and Health Sciences, College of Business, College of Education, College of Science and Mathematics, Special Programs of the University, and Course Descriptions.