

# Records and Registration's QUICK GUIDE FOR CATALOG PAGE EDITORS

## Logging in

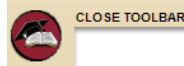
1. Go to the nextcatalog at <https://uwlnextcat.courseleaf.com>. You can use any type of internet browser to get to the catalog (we have found that Firefox works well).
2. Log in using your UWL NetID and password.
3. The landing page for the site will have the links to the catalog on the left-hand side.

The screenshot shows the top toolbar of the CourseLeaf editor with several icons circled in yellow: 'CLOSE TOOLBAR', 'Page Body', and 'Help'. Below the toolbar is the '2021-2022 Catalog' header with a search bar and 'UWL home', 'Print', and 'Search...' links. A left-hand navigation menu includes 'Undergraduate', 'Graduate', 'Faculty and Staff', 'Archived Catalogs', and 'Course Search'. The main content area features a banner for 'University of Wisconsin-La Crosse Catalogs' with a 'Publication date July 2021' and a 'Hoeschler Tower' image. Below the banner is a welcome message and a 'Start Workflow' button. A bottom status bar shows the user is logged in as Jessica Palmer, with page ownership and workflow information, and a 'Start Workflow' button.

## Editing

1. Navigate to the page you are the editor for.
2. Click “Edit Page” logo at top left to reveal the editor toolbar.

Click on “Close Toolbar” to close bar.



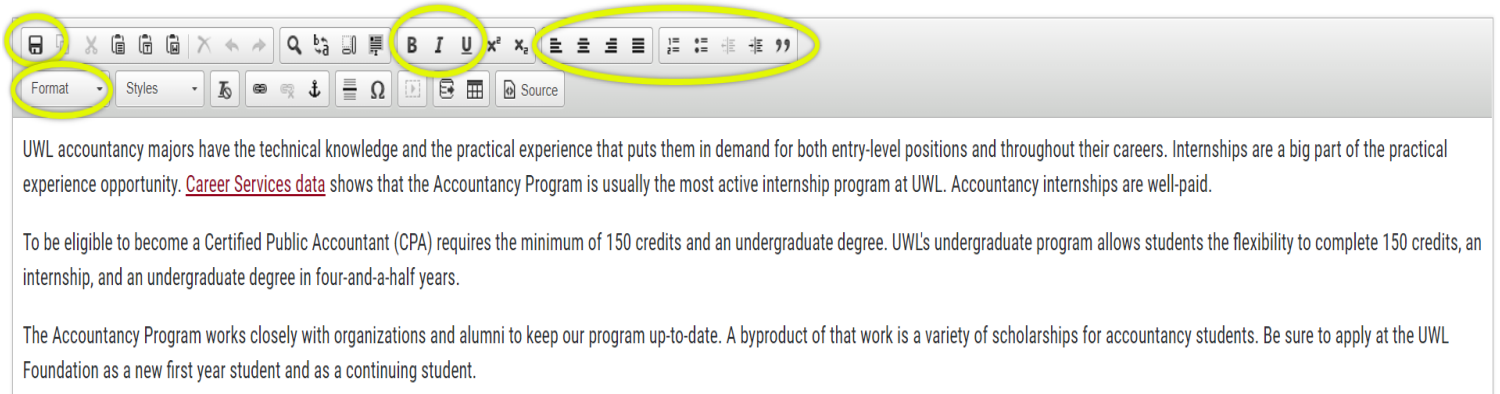
Note: If you are not the editor of a page, and you click on the Edit Page icon, you will receive the following error:



Click “Page Body” to edit any of the Overviews tabs and your 2024-2025 Faculty/Staff tab. If you would like an Overview tab added to a major/program, please contact us at [catalog@uwlax.edu](mailto:catalog@uwlax.edu) to request one.

3. Enter or edit text in the body of the editor. Format it using the tools provided.


### Page Body



UWL accountancy majors have the technical knowledge and the practical experience that puts them in demand for both entry-level positions and throughout their careers. Internships are a big part of the practical experience opportunity. [Career Services data](#) shows that the Accountancy Program is usually the most active internship program at UWL. Accountancy internships are well-paid.

To be eligible to become a Certified Public Accountant (CPA) requires the minimum of 150 credits and an undergraduate degree. UWL's undergraduate program allows students the flexibility to complete 150 credits, an internship, and an undergraduate degree in four-and-a-half years.

The Accountancy Program works closely with organizations and alumni to keep our program up-to-date. A byproduct of that work is a variety of scholarships for accountancy students. Be sure to apply at the UWL Foundation as a new first year student and as a continuing student.

4. Save by clicking the disc icon in the top row on the very left side OR save by clicking OK at the bottom of the page. Do not use the X in the top right corner to close the window or your changes will not be saved.
5. If you are done editing and are ready to have your page published, click on the green “Start Workflow” button on the bottom right.  You will need to click this button for each individual page you are the editor for. If you pushed any page into workflow, and need to make additional edits, send an email to [catalog@uwlax.edu](mailto:catalog@uwlax.edu). We will roll back the page for you to finish editing.
6. **To log out:** There is no logout button. However, you can still log out by closing all instances of the browser you are using. This means that if you have email up using the same type of browser, you will not be logged out of nextcatalog until that window is also closed. Also, if you have your browser set to remember passwords, you will not be logged out either.

**For tips on how to edit, click on the “Help” button in the editing toolbar at the top.**

You can also contact the catalog administrators in the Records and Registration office for help at [catalog@uwlax.edu](mailto:catalog@uwlax.edu).

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