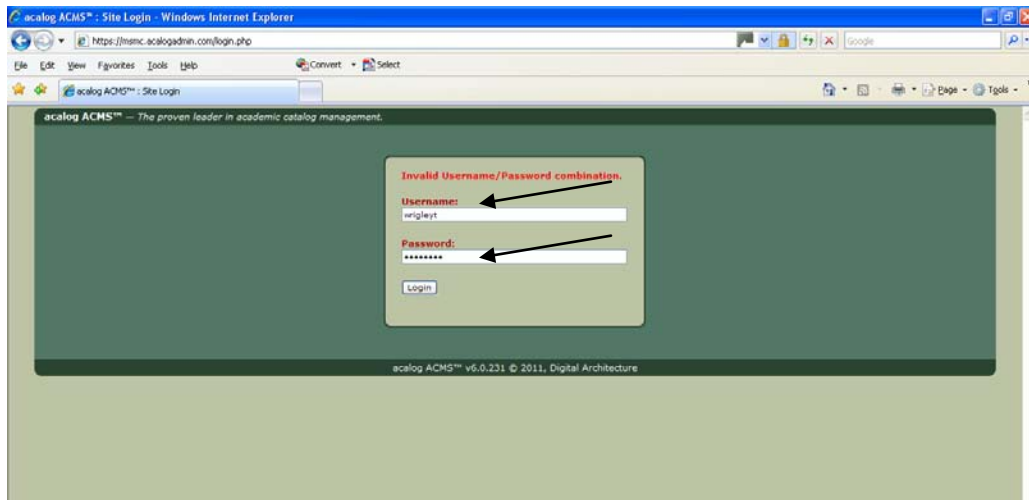
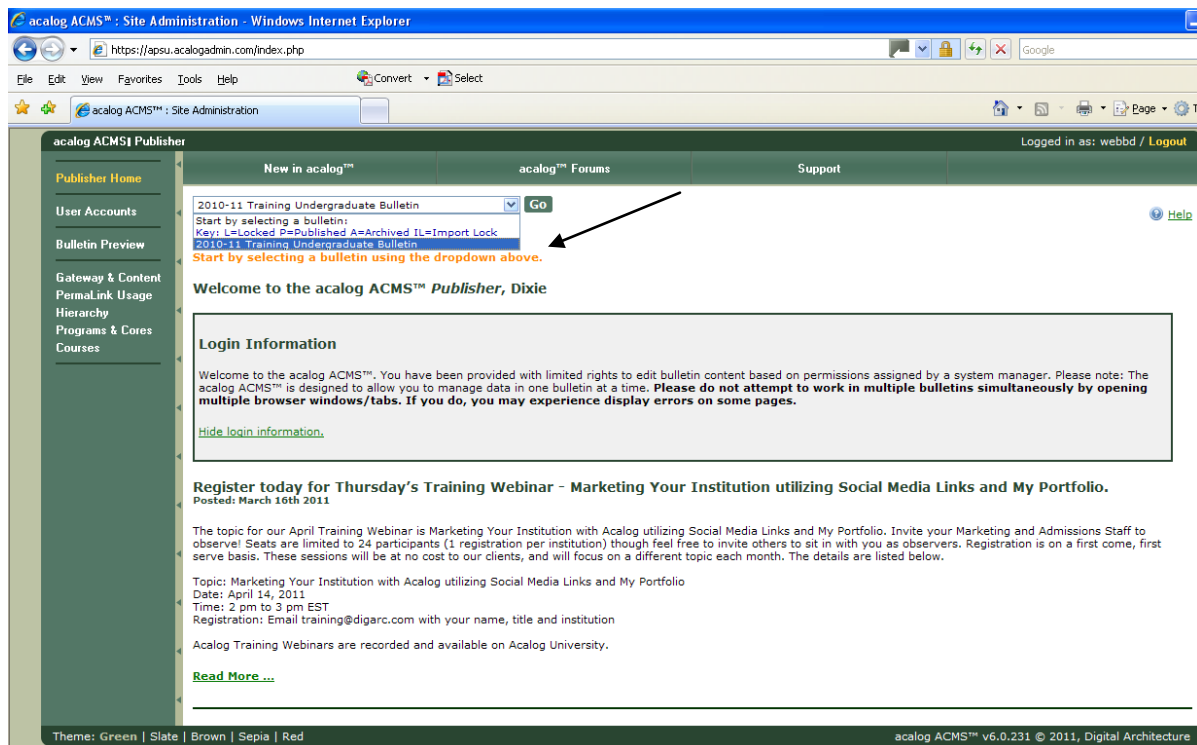


Editing College/Departmental Pages (Hierarchy)

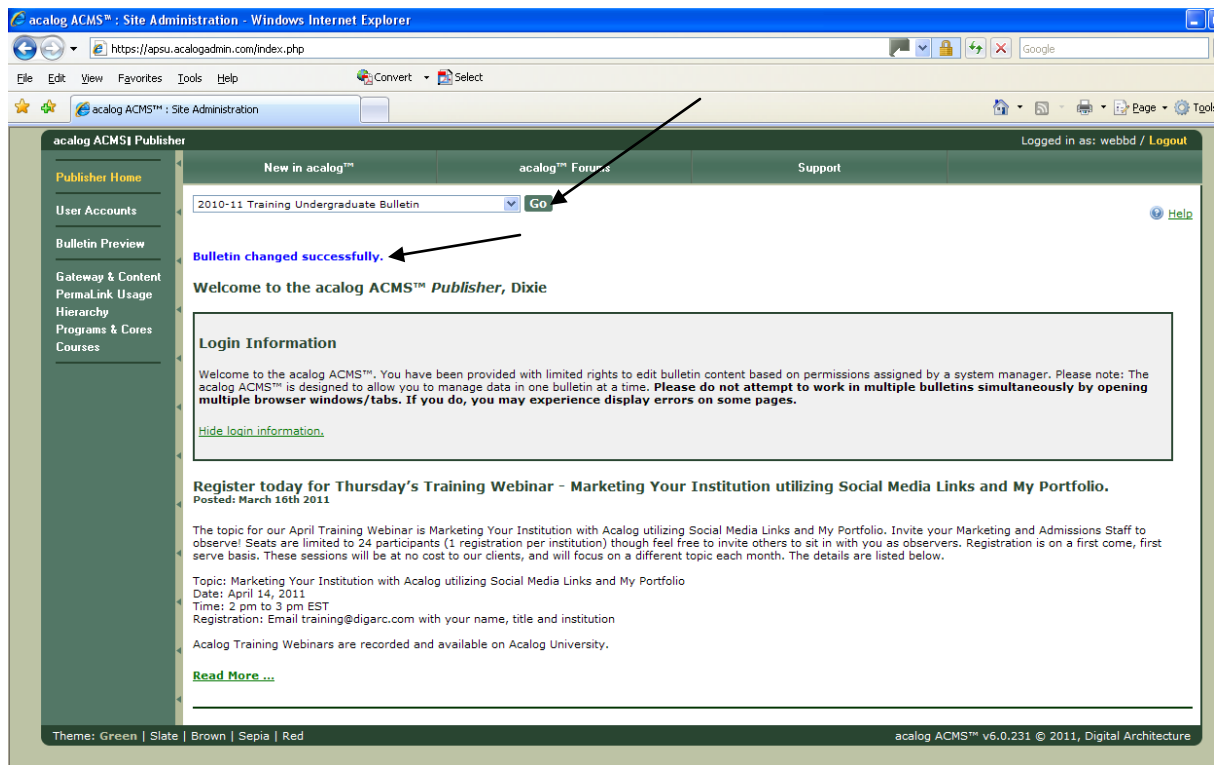
1. Log-in to Acalog using the following link <https://apsu.acalogadmin.com/>
 - a. Enter **Username** and **Password**
 - b. See Log-in and Changing Password instructions if this is the first time you have logged in
NOTE: IF YOU CHANGE YOUR PASSWORD, IT MAY TAKE UP TO ONE HOUR BEFORE YOU CAN SEE ALL THE AREAS YOU HAVE ACCESS TO. ONLY CHANGE YOUR PASSWORD WHEN YOU DO NOT INTEND ON WORKING ON YOUR EDITS IMMEDIATELY.



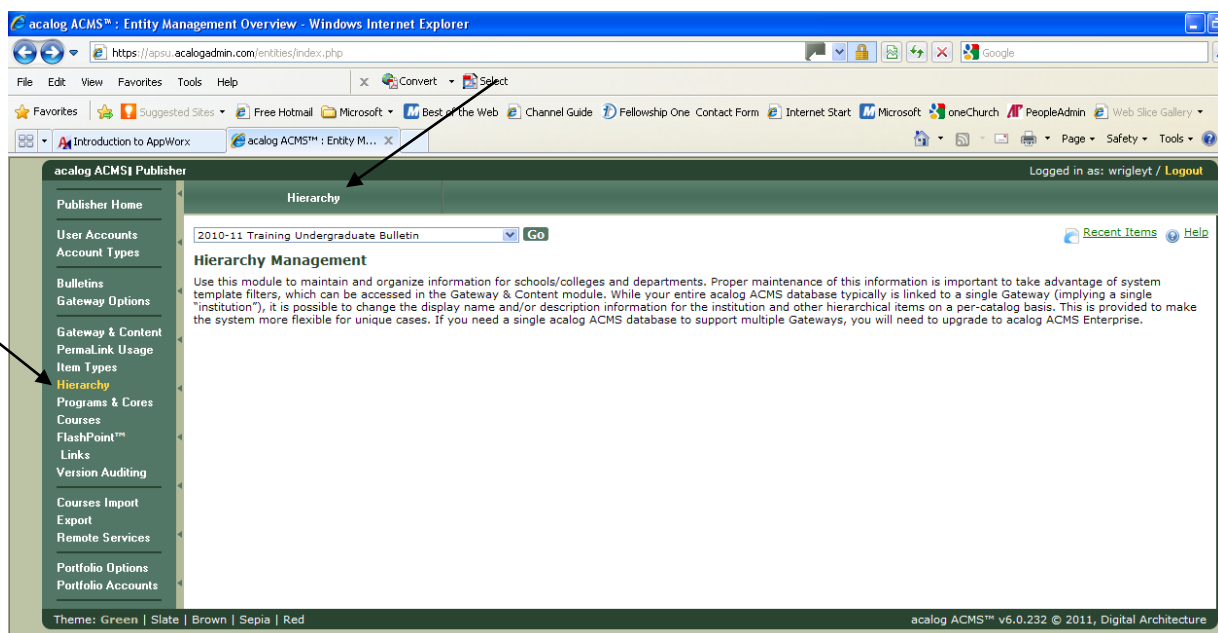
2. In the top left-center of page, start by selecting a bulletin
 - a. For training purposes you will see 2010-11 Training Undergraduate Bulletin
 - b. For editing purposed you will see:
 - i. In Progress 2011-12 Undergraduate Bulletin
 - ii. In Progress 2011-12 Graduate Bulletin
 - c. You will click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



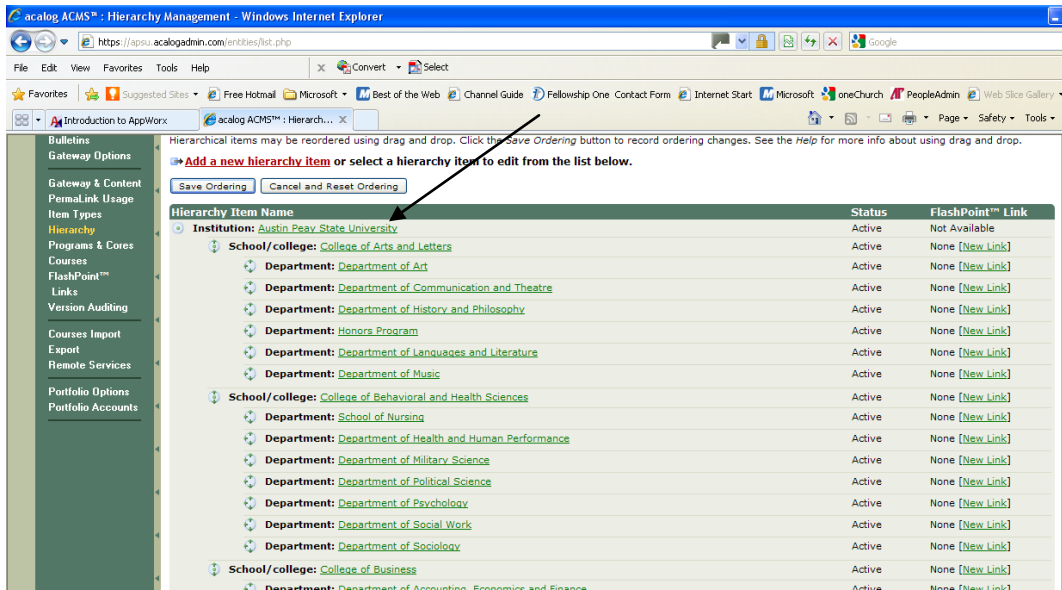
- d. Once you click on the **Go** button you will see the message that the Bulletin changed successfully



3. To change **College Text Only**, you will need to do this in the **Hierarchy** area. All program changes (courses, etc) are done under Programs & Cores. Department contact information (text information) can be changed under Hierarchy.
- Select **Hierarchy** from the menu on the left.
 - Then Click on **Hierarchy** from the tab at the top

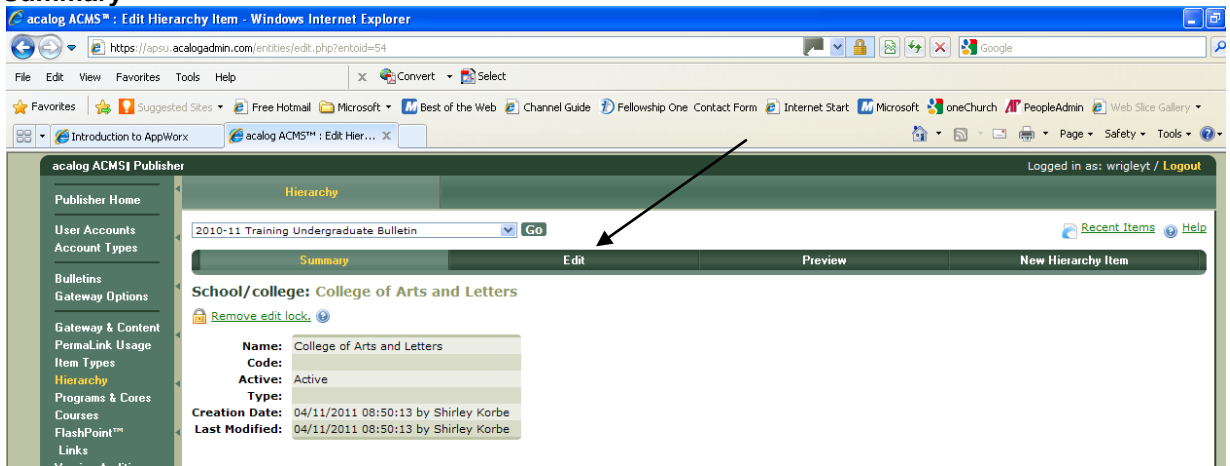


- c. Once you click on Hierarchy, all information in your respective colleges will appear
 - i. The example below shows all colleges, but this is because as a Manager, the Registrar's Office will have access to all colleges



- 4. Double-click on the College or Department you wish to change text
 - a. The College/Department Summary will first appear
 - b. Click on the Edit tab located at the top to change text
 - c. Do not enter anything under Code; Do not do anything with the Currently Active check box; **Do Not** click on the **Delete this school/college box**
 - d. Click on **Save** to save your changes

Summary



Edit

The screenshot shows the 'acalog ACMS' web application in Internet Explorer. The main content area is titled 'Edit Hierarchy Item' and displays a form for editing a hierarchy item. The form includes the following fields and options:

- School/college:** College of Arts and Letters
- Hierarchy Item Name:** College of Arts and Letters
- Description:** [This information will be displayed on the gateway.]
Location: Harned Hall, 127
Phone: 931-221-6445; Fax: 931-221-1024
E-mail: webinfo@msu.edu
Website: www.adisu.edu/colal
The College of Arts and Letters includes the departments of Art, Communication and Theatre, History and Philosophy, Languages and Literature, and Music. The college also includes programs in African American studies, Honors, International Studies, Women's studies, the African American Cultural Center and the Center for the Creative Arts. The academic departments and programs in the college are central to the arts mission of the University. We strive to provide critical thinking, creativity, communication skills, scholarship, and lifelong learning, as well as other educational goals. The college seeks to provide a broad multicultural foundation for diverse educational experiences.

At the bottom of the form, there are several checkboxes and options:

- Currently active?** [Uncheck to hide display from the gateway but preserve all information for this hierarchy item and links to any associated departments, programs, or course.]
- Delete this school/college?** [Check to permanently delete this school/college and remove connections to any associated departments, programs, or courses.]

An orange arrow points to the description text with the label 'Edit text in this area'.

5. After you have made all your changes, click back on to the Hierarchy tab at the top to make changes to any additional areas
6. Repeat Steps 2 – 5 to make changes to additional areas