

Catalog Navigator Quick Help

Updating your catalog content

1. Get an email message letting you know you have work.

Look for messages with the subject “Time to review a Catalog Navigator request.” (Check your email Junk or Spam folder if you think you should have gotten a message but didn’t.) Most people will get a single request.

2. Log into Catalog Navigator.

1. Go to catalognavigator.umass.edu.
2. Use your NetID as the username and your 8-digit Campus ID number as the password (not your usual NetID password).

Your NetID is your IT account username. For more information on NetIDs, see www.it.umass.edu/support/accounts/understand-your-netid-password.

Your Campus ID is not the same as your Employee ID number. Your Campus ID number is found on your paycheck and on employee ID cards (UCards) issued after 01/2003. You can view your recent paychecks via [UMass HR Direct](#).

3. Review and edit the content items in your request.

1. From the Home page, click **view** next to Assigned Change Requests.
2. Click the request number.
3. Click the name of each content item in the request to go to that content. Edit **only** the items in the request.
4. If you need to make changes, click **edit** then **Open in Editor** and make the updates. When done, click **Apply** then **Save/Update Content**. You can make and save edits as many times as you want before approving the request.

4. Approve the request to send it to the next person.


1. Go to the request details page (click the request number in the list of your assigned catalog requests).
2. Enter any notes about your updates in the Action Rationale box.
3. From the Workflow Action drop-down menu, choose **Approve Change Request**, then click **Continue**.

Tips

Only paste in plain text: Formatted text, such as text copied from Microsoft Word or a web site, may contain hidden characters that don’t play well with Catalog Navigator. To remove formatting, paste formatted text into Notepad (Windows) or Text Edit (Mac), then copy the text from that application.

Don’t approve until all edits are complete: This sends it to the next person and you can no longer work on it.

Single spacing: Use Shift-Return instead of Return (might be Control-Shift-Return in some browsers).

Making links: Select the text to be used as the link. In the editor toolbar, click the  icon. Fill in the form and click Insert. (Links are inactive inside Catalog Navigator.)

Use comments to communicate: Put any notes that you need to pass along in the Action Rationale box rather than using email. This keeps a record of such notes with the request.

Am I done? Log into Catalog Navigator to see if you have any assigned catalog requests. If so, you have not finished. You must approve all your requests even if you made no changes.

Problems or questions?

Doesn’t look right/not working: Try clearing your browser cache.

Changes aren’t saved: Make sure you are using a supported browser: Internet Explorer 11 or a recent version of Firefox. Some users have problems with Chrome not saving changes. Don’t use Microsoft Edge.

Forgot your login credentials: See the box under step 2, above.

Need more detailed help: See the online help at catalognavigator.umass.edu/UMACatNavHelp.

Content questions: *Guide to Undergraduate Programs*, email studentsuccess@umass.edu
Graduate Bulletin, email gradreports@grad.umass.edu

Everything else: Email catalog-it-help@it.umass.edu.