Acalog Training

What is Acalog?

Acalog is the software application we use for our university online catalog. The purpose of the catalog is to provide information to current and perspective students, accreditation, state and federal audits, as well as Veterans Affairs.

Your Acalog Campus Contact:

Please contact the Registrar's Office if you have any questions regarding Acalog or need assistance logging into your account.

Registrar and Student Records
Registrar@unthsc.edu
(817) 735-2201

Navigating Acalog:

Acalog Login Link

As soon as you have logged into Acalog the following page will appear.

This is your **Publisher Home Page**.

1. Before you do anything – Start by selecting a catalog by using the drop down selection arrow and clicking "Go". This will only show the catalogs that you have access to.

The tabs located within the page header will be how you navigate through Acalog.

- **User Accounts** – where you can view your username and account information
- **Catalog Preview** – allows you to preview all of the catalogs you have access too as if they were already published online.
- **Gateway & Content** – This will take you to navigate the catalog you are working through and your custom pages you have to edit.

- o **Permalink Usage** – where you can view Permalinks being used (You will most likely not need this tab)
- o **Programs & Cores** – Where all the Programs and Courses are listed. Depending on the pages you are editing will determine if you have anything within this tab.
- o **Courses** – Allow you to search and preview courses. Any course edits must be completed by the Registrar's Office.
- o **Version Auditing** – allows you to view the changes you have made, changes you have pending and compare your snapshots.

Editing Your Pages: Gateway & Content

Gateway & Content includes everything outside of curriculum. Below are some screenshots to guide you through finding your custom pages, the editing options and saving your changes.

This is the first thing you will see after clicking on the Gateway & Content tab. This will show you every custom page within the catalog.
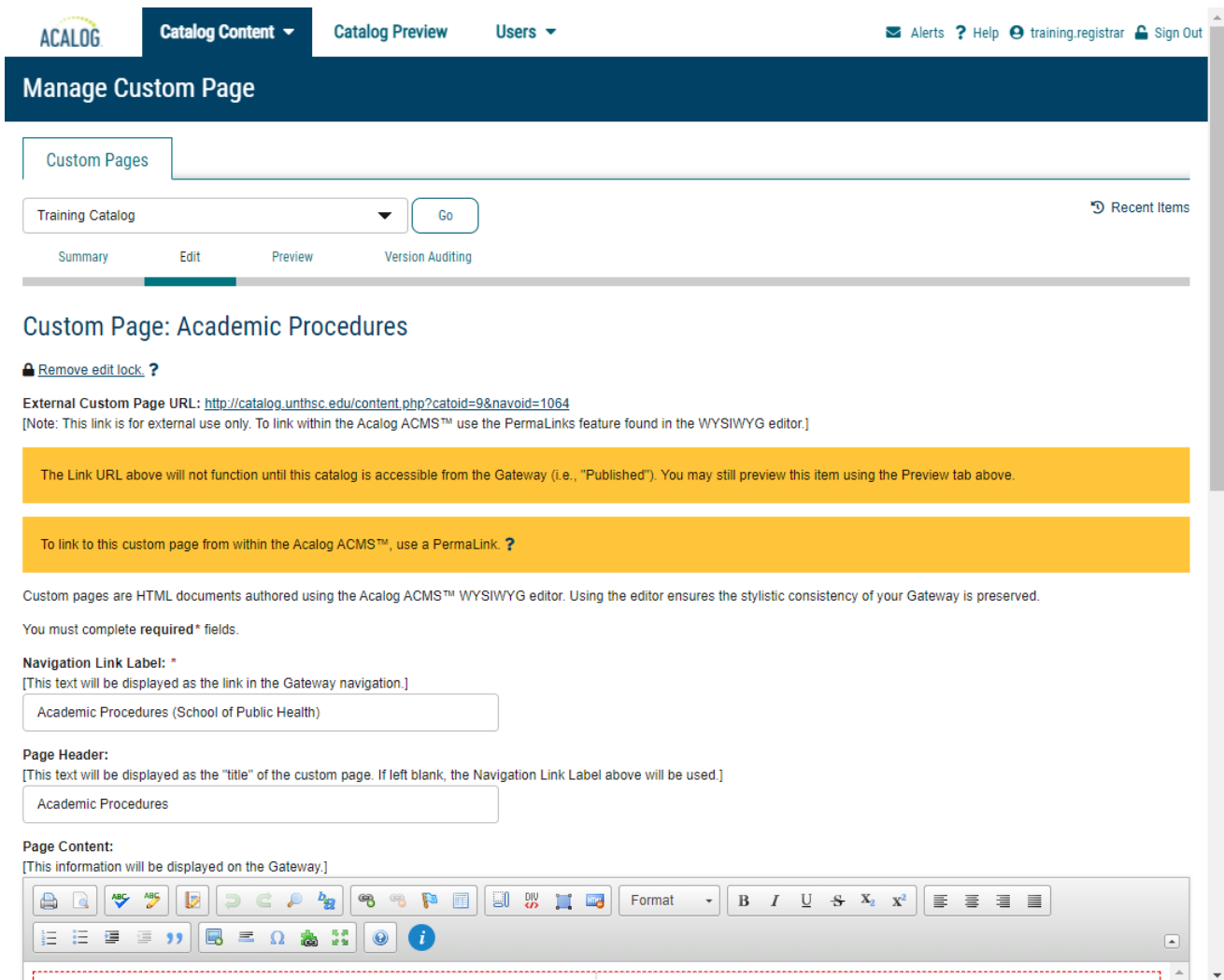
Last Updated 6.17.21

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To find the pages you have access to edit:

1. Select the blue *"Show only those custom pages that I can edit (based on my filter settings)"* link under the search box and you will only see the pages you have access to change.

Please note that you only have access to edit the pages with a dark blue pencil that looks like the one below. Any greyed out pencils mean you do not have editor access to those pages.

To edit your custom page, find the yellow pencil and select the Page Name. For example, to edit the Page above you would select "Academic Procedures (School of Public Health)" and the following will appear.

From here you have the option to "Preview" what your page looks like in the web browser and "Edit". To edit the heading for your page you will edit the "Navigation Link Label". To edit content within your page you will scroll down to the "Page Content" box.

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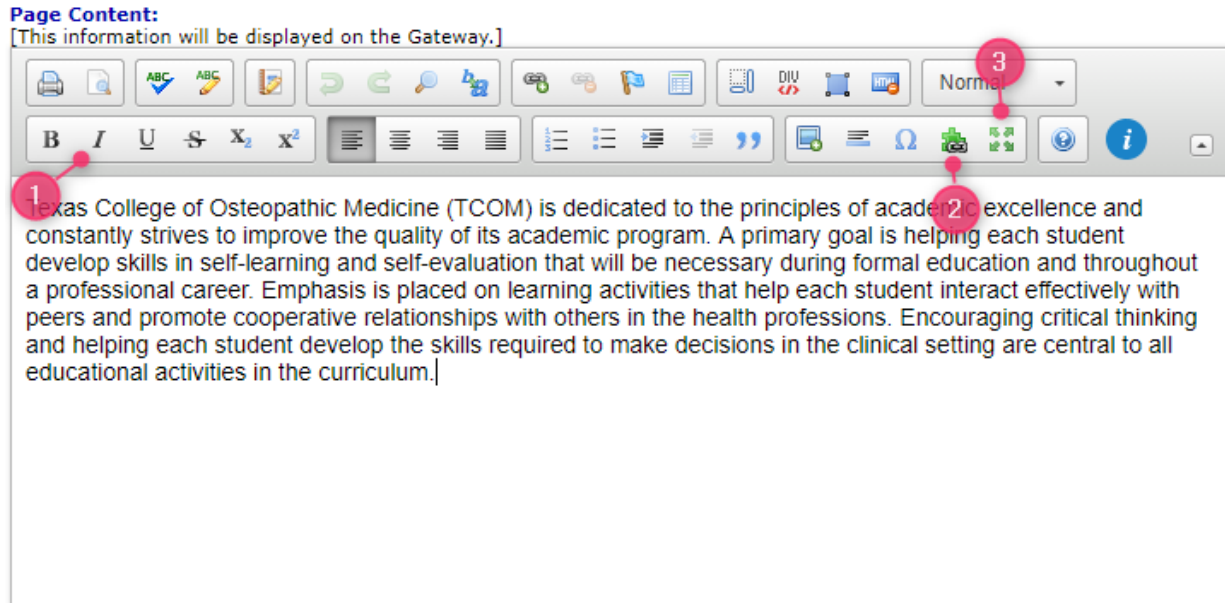
The Page Content box will allow you to:

1. Bold, Italicize, Underline, etc.
2. Add a PermaLink (*Instructions for PermalLinks are included in the PermaLink Training Document*)
3. Expand the textbox. Expanding the textbox will allow you to view your page in full Webpage form. When you are done editing don't forget to select the four arrows again so that you can minimize the textbox and save your changes.

Saving your Changes:

When you are ready to save your changes scroll to the bottom of the Edit tab in Custom Pages.

Under save options make sure "Save and Create new snapshot" is selected.

Hit "Next" and the following page will appear.

Select "Complete Snapshot" (Comments and Notify Groups are not required)

Change your Version Status from "Working" to "Approved" and select "Change Version Status".

And the change the version status from "Approved" to "Final" and select "Change Version Status".

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Once your Current Version Status is set to Final your changes have been saved! Please note that after a page is set to "Final" Status no further edits can be made to the custom page by any editors.

From this point you can select the "Preview" tab and see what your content will look like on the Catalog Webpage after publishing.