

# CourseLeaf

## Curriculum (CIM) Quick Guide

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### Logging In

1. Go to:  
https://nextcatalog.ysu.edu/courseadmin  
-and-  
https://nextcatalog.ysu.edu/programadmin
2. Log in using your username and password

### Steps to make Edits

1. Use the Search box for the course you wish to edit, or click Propose New Course

Search

- OR -

Propose New Course

2. Select the course from the search results box
3. Review the ecosystem and course data
4. Click Edit Course to open the form for editing
5. Make edits as necessary. Click Save to save and return later or click Start Workflow to send the form through workflow

Cancel

Save Changes

Start Workflow

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### Help Documentation

Click help, for additional CIM resources

[Help](#) 

### Questions

Contact your campus administrator:

Kevin Ball  
keball@ysu.edu  
330-941-1560