

# Bulletin: Approval Guide for CourseLeaf CAT Software

- 1) You will receive an email request for approval. To access the Approval Dashboard, click the link provided in the email or go to <https://nextbulletin.wustl.edu/courseleaf/approve/>.
- 2) Log in using your WUSTL Key.
- 3) If "Your Role" is not already populated/correct, select your name or role from the dropdown.
- 4) If you have more than one page to review, choose a page from the list.
- 5) The page content will fill the lower window. Review the content on all tabs.
- 6) Edit, Rollback, or Approve the page. Refer to the *Bulletin User Manual* for more details.

The screenshot displays the CourseLeaf CAT software interface for approving bulletin pages. The browser address bar shows the URL <https://nextbulletin.wustl.edu/courseleaf/approve/?role=admin>. The interface includes a top navigation bar with various links and a user profile for Jennifer Gann. A sidebar on the left lists "Pages Pending Approval" with a table containing a row for "PAGE" with the title "about/administration: Trustees & Administration" and the author "Jennifer Gann". A green arrow points from step 3 of the instructions to the "Your Role: Bulletin Editor" dropdown menu. A red arrow points from step 4 to the "PAGE" row in the table. A blue arrow points from step 6 to the "Edit", "Rollback", and "Approve" buttons at the bottom right of the page review section. The main content area shows a preview of the bulletin page titled "2022-23 Bulletin" with the subtitle "Trustees & Administration". The page content includes a link to the "Board of Trustees" and a section for "University Administration". A sidebar on the right contains a list of links: "About Washington University", "Trustees & Administration", "Academic Calendar", "Campus Resources", "University Policies", and "University Affiliations".

