

## Editing majors and minors

- 1) upon logging into CMS, select **“Content”** from the top menu directly under the logo
- 2) a Content Search Manager will display; to see the majors and minors, select that option (**“Majors/Minors”**) from the **“Content Type”** dropdown list
- 3) enter the title of the major or minor into the **“Title”** field in the new form and click on **“Search”**
- 4) scroll down to the search results and click at the major you want to edit
- 5) a page with multiple content sections will open up; make your changes in any area you want and once finished, click at **“Save/Assign” (IMPORTANT: not “Save/Publish”!)**
- 6) a field for comments will display – please describe all the changes you have made; from the **“Role to Assign”** dropdown list, select **“James C. Hale”**, then click **“Save”**