The “My Catalog” Feature

My Catalog provides a more personalized catalog experience. Click on the link to create an online account that will allow you to save degree requirements, course information, and custom searches. Once you create an account, you’ll be able to access it from any computer. Simply navigate to the Catalog, click on the My Catalog link, and follow the instruction. As you navigate through the catalog, any page that has a Maroon star in the upper right corner (next to the print and help button) can be added to your catalog.

Click here to access the “My Catalog” feature

This is the description on the catalog home page of the “My Catalog” feature
This is the screen that appears when you click on the “My Catalog” link at the bottom of the lefthand navigation panel. The first time you access the “My Catalog” feature, you’ll need to create an account. To do this, click on the underlined red text that says “create an account.”

Enter your email address and a password. (You’ll enter the password again in the Confirm Password form) and then click on “Create Account.”
A new screen will appear, indicating that you have logged on to the “My Catalog” feature.

Now, as you navigate the catalog, you can add things to your “My Catalog” account. Any page that has a maroon star by the title can be added to your “My Catalog” and courses can be added by clicking on the “Add to catalog” link in the upper right corner of each course listing. Each of the navigational panel links on the left hand side can be added to “My Catalog”.

Clicking on the star will open a pop-up window that looks like this:

You’ll see confirmation that the page has been added to the “My Catalog.” The “My Catalog” automatically sorts the items you star into different types: courses, programs, navigation links, divisions and saved searches.
If we wanted to add a **course** to “My Catalog” we’d navigate to the course either by using the search box in the upper left corner of the navigation panel, clicking on “course Descriptions” in the left hand navigational panel, or by clicking on a course title in Degree/program listing (see below)

Once you have navigated to a course, click on “Add to Catalog” to add it to your “My Catalog”

A popup window will appear, and the **course** you added will automatically be placed under the correct header.

**The following courses have been added to your Catalog:**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIV 1010 - Introduction to Experiential Education</td>
<td></td>
</tr>
</tbody>
</table>

To add a **program** to “My Catalog” navigate to the program using the methods shown above. Once you get to the program, click on the Maroon start in the upper right, to add to “My Catalog”

**Accounting Composite, B.A.**

**General Education Core**

*See General Education*

<table>
<thead>
<tr>
<th>Core Course Requirement (Must take MATH 1050)</th>
<th>16-17 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Areas Requirements (must take the following courses to fulfill both GE and School of Business requirements):</td>
<td>PSY 1010 or SOC 1010</td>
</tr>
</tbody>
</table>

A popup window will appear, and the **program** you added will automatically be placed under the correct header.

**The following programs have been added to your Catalog:**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Composite, B.A.</td>
<td></td>
</tr>
</tbody>
</table>
You can also add a search to “My Catalog.” To do this, type a search term in the search box in the upper left hand corner of the navigation panel and click on the magnifying glass. Type your search term(s) and click here.

The page will refresh and show your search results. In the upper right hand corner, you’ll see a maroon star. To save your search, click on the star.

A popup window will appear, asking you to name your search. Type a name and click on “OK”
A popup window will appear, and the search you added will automatically be placed under the correct header.

**The following saved searches have been added to your Catalog:**

<table>
<thead>
<tr>
<th>Saved Search Name</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Search [2012-2013 General Catalog]</td>
<td></td>
</tr>
</tbody>
</table>

Once you’ve logged into your “My Catalog” you’ll remain logged in until you close your browser window.

You can access your “My Catalog” account from any computer that will allow you to view the E-catalog.

Go to: [http://catalog.suu.edu](http://catalog.suu.edu) and click on “My Catalog” at the bottom of the navigation panel. Enter your user name and password and click on “Login”

### My Catalog

If you have a login account, you can retrieve everything in your Catalog from a previous visit by logging in below.

If you are a new user, you can create an account, which will allow you to save your Catalog and access it later.

If you forgot your password, enter your e-mail address only and click Reset Password.

To remove items from your Catalog, check boxes next to the item to remove and click the Remove button.

All the items you added in your previous sessions will appear under the appropriate headers (e.g. Courses, Programs, Navigation links, etc).

If you have forgotten your password, click on the “Reset Password” button. You’ll get a notification message in blue text.

### My Catalog

A password request email has been sent to catalog@suu.edu. You must respond to this email to reset your password.
Check your email account, and you’ll see the following message.

```
Southern Utah University

to catalog

Hello,

This email was sent because a password reset request was made for your Catalog account.

If you wish to reset your Catalog password, please use the following link to do so.

http://catalog.suu.edu/portal_noop.php?token=mj21HdYsthRzn04QeUT

This link will be valid for one hour. If you did not wish to reset your password, do nothing and no action will be taken.

Do not reply to this automated email.
```

Click on the link in the email. You’ll be taken to your “My Catalog” account page. You’ll be assigned a new password:

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Your password has been reset to OhDy03pFJm10.
Please make a note of this new password or edit your profile and change it.

catalog@suu.edu: You are logged on!

To remove items from your Catalog, check boxes next to the item to remove and click the Remove button.

If you’d like to change your password, click on “Edit Profile” and then click on the “Change Password” link.

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My Catalog

You may change your account login by entering a new e-mail address below and clicking the Send button. To change your password, click on the Change Password link.

You must complete * required fields

* E-mail Address:
catalog@suu.edu

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A small popup window will appear. Enter your new password as indicated and click on “Reset”

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The popup screen will refresh, and indicate that your password was updated successfully.

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Next time you log in to the system, use the new password you selected