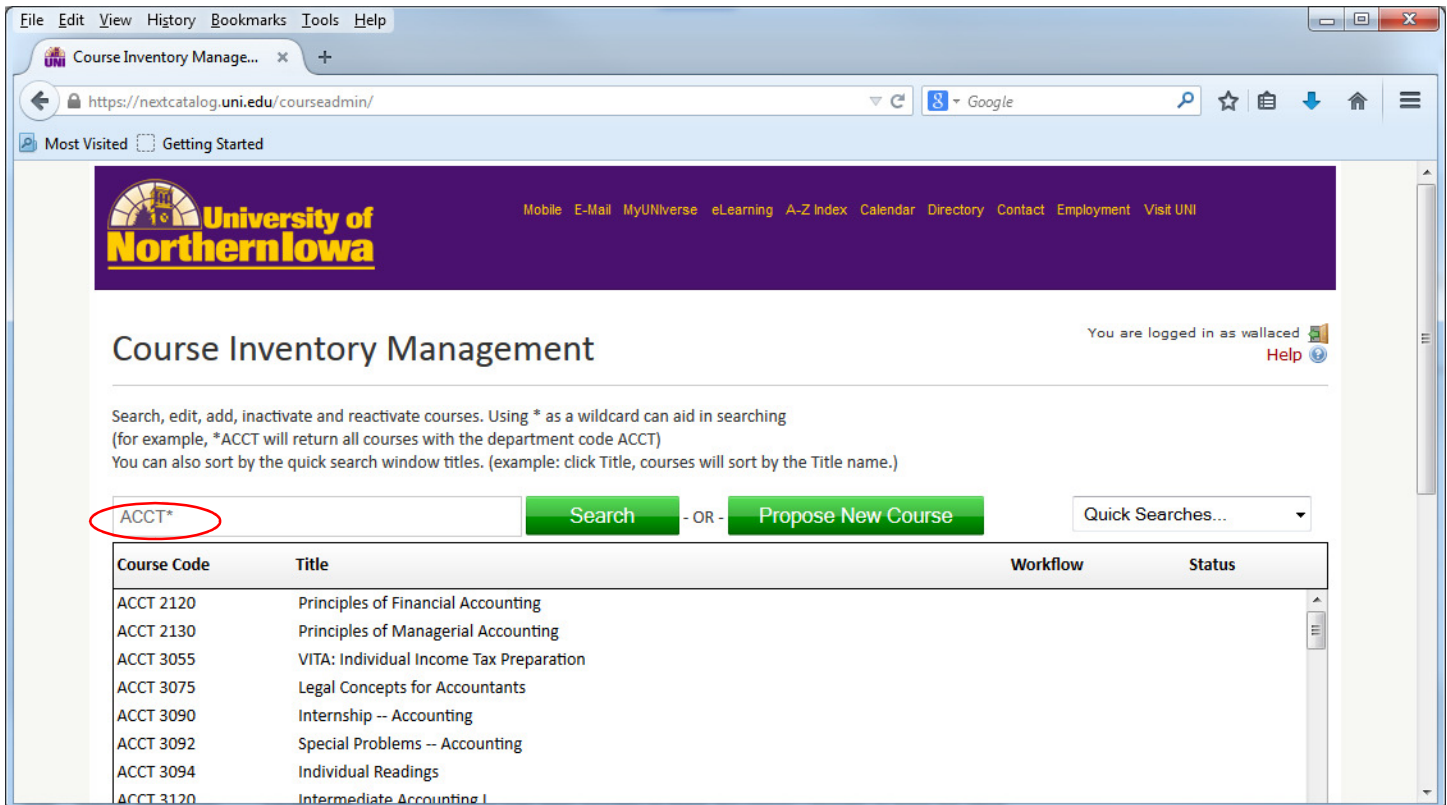


# Search for existing course:

1. Navigate to <https://nextcatalog.uni.edu/courseadmin>
2. Enter your CATID and password
3. Choose OK
4. To search for **existing** courses by department prefix, enter course prefix and \* in "Search" field (for example: ACCT\*). Choose "Search".
5. To search for all courses enter \* and choose "Search".
6. You can also search through "Quick Searches" window and also sort by column headings (Course Code, Title, Workflow, Status).



The screenshot shows the 'Course Inventory Management' interface. At the top, there is a navigation bar with the University of Northern Iowa logo and various links. Below this, the page title 'Course Inventory Management' is displayed, along with a user login status 'You are logged in as wallaced' and a 'Help' link. A search instruction box explains that users can use wildcards like '\*' and provides an example: '\*ACCT' will return all courses with the department code ACCT. It also mentions that users can sort by column headings like 'Title'. Below the instructions, there is a search input field containing 'ACCT\*' (circled in red), a green 'Search' button, a '- OR -' separator, a green 'Propose New Course' button, and a 'Quick Searches...' dropdown menu. The search results are presented in a table with columns for 'Course Code', 'Title', 'Workflow', and 'Status'. The visible rows are:

Course Code	Title	Workflow	Status
ACCT 2120	Principles of Financial Accounting		
ACCT 2130	Principles of Managerial Accounting		
ACCT 3055	VITA: Individual Income Tax Preparation		
ACCT 3075	Legal Concepts for Accountants		
ACCT 3090	Internship -- Accounting		
ACCT 3092	Special Problems -- Accounting		
ACCT 3094	Individual Readings		
ACCT 3120	Intermediate Accounting I		

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