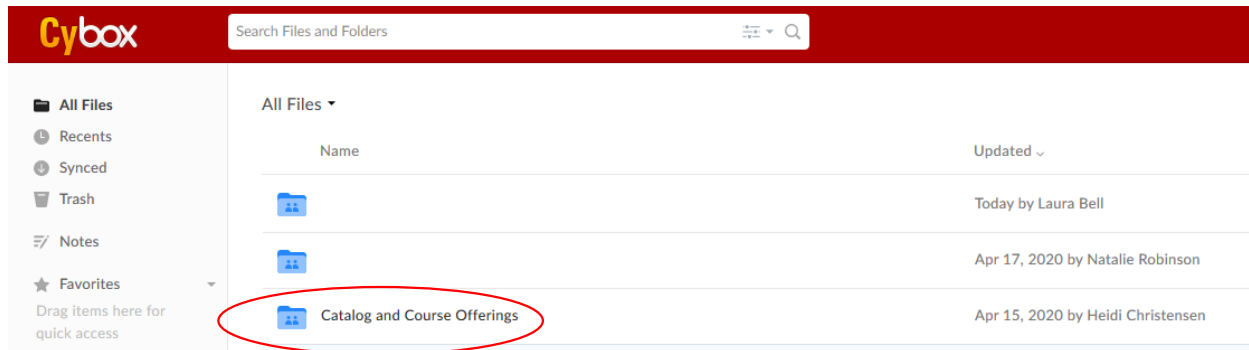


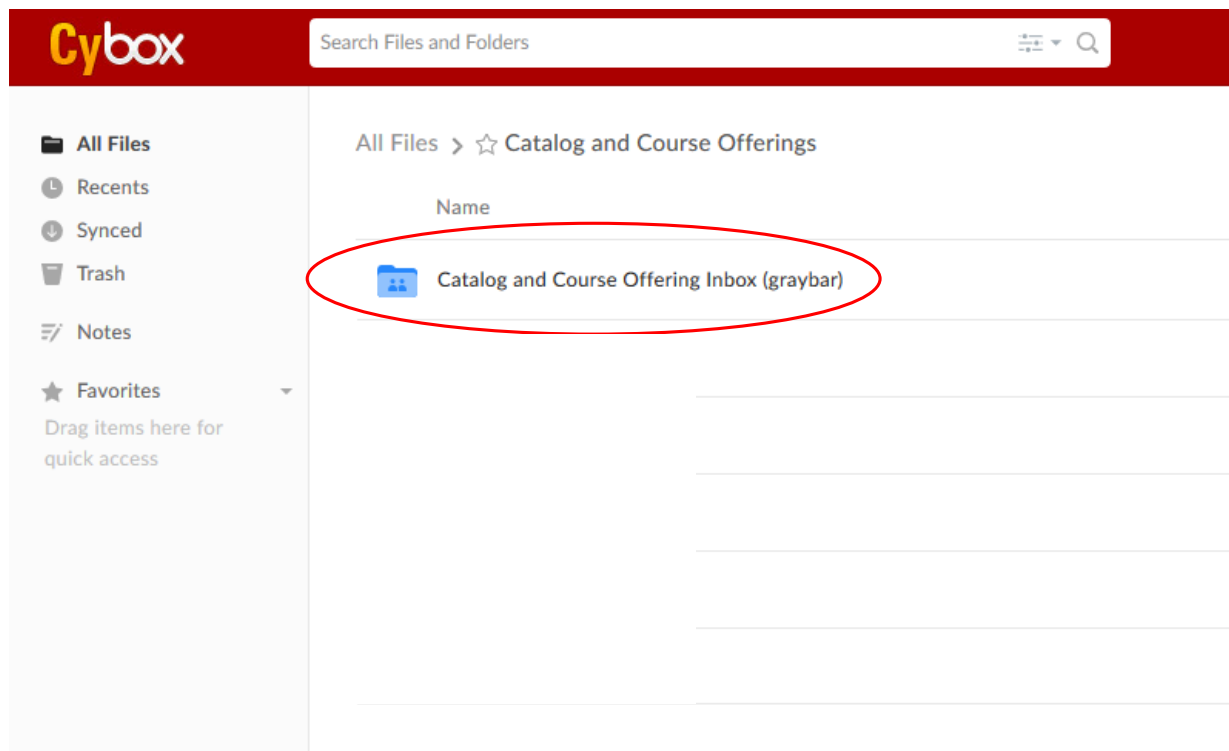
## Submitting Section Offering (graybar) modifications

**Step 1:** You will receive an invitation to the CyBox named Catalog and Course Offerings.

**Step 2:** Once you sign into CyBox (Sign Ons), then you will see the Catalog and Course Offerings folder.



**Step 3:** Click on the Catalog and Course Offerings folder. This will give you access to the Catalog and Course Offering Inbox (graybar) folder, so you can Upload your PDF with Scheduling & Fees.



**Step 4:** Drag your attachment into CyBox -- go to your attachment in your working directory and **drag** the attachment into the Catalog and Course Offering Inbox (graybar). Your modifications will then be reviewed by Scheduling & Fees.

OR

**Step 5:** Upload your attachment into CyBox – select the Upload button in the top right hand corner within CyBox. Select File and you may find your attachment in your working directory. Once you have the attachment that needs to be uploaded, then select Open. This will upload the attachment in Catalog and Course Offering Inbox (graybar) where your modifications will be reviewed by Scheduling & Fees.

