9.2 Personalizing Fluid Tiles on Homepage

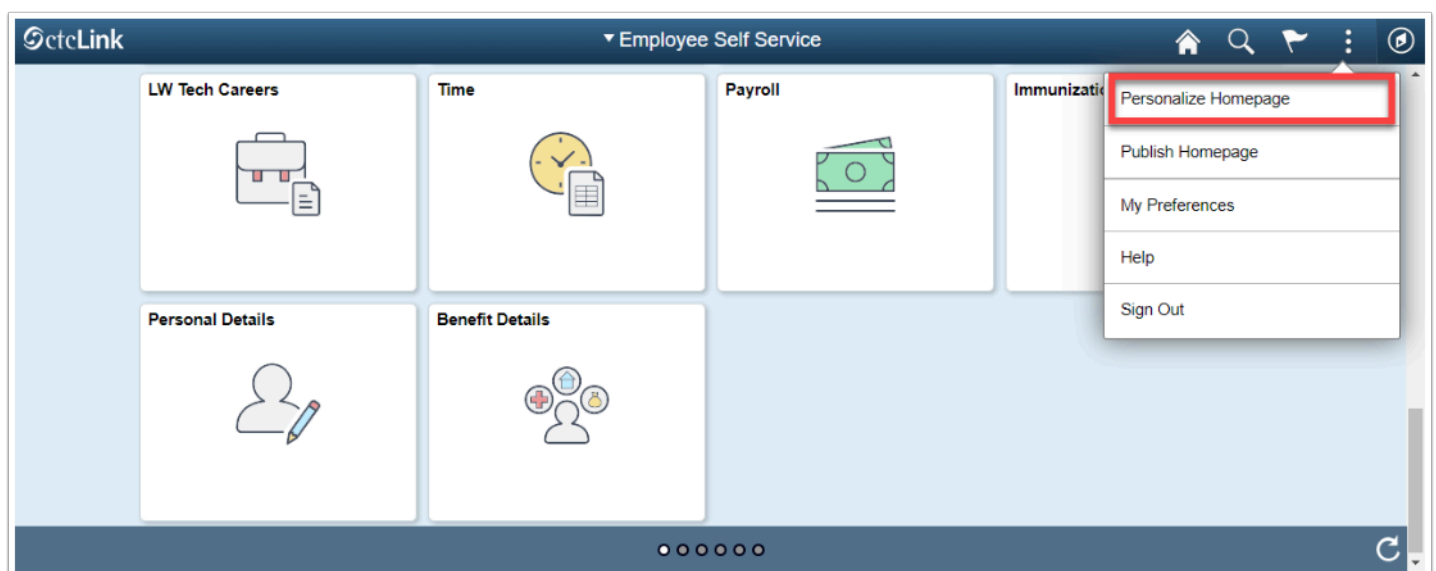**Purpose**: Use this document as a reference to personalize fluid tiles on a homepage in ctcLink.

Audience: All Staff.

Fluid homepages appear when you log in to the system. Homepages consist of a collection of tiles and provide a convenient way to navigate around the system. Homepages can be organized and delivered with tile content appropriate for specific roles, such as employee or manager.
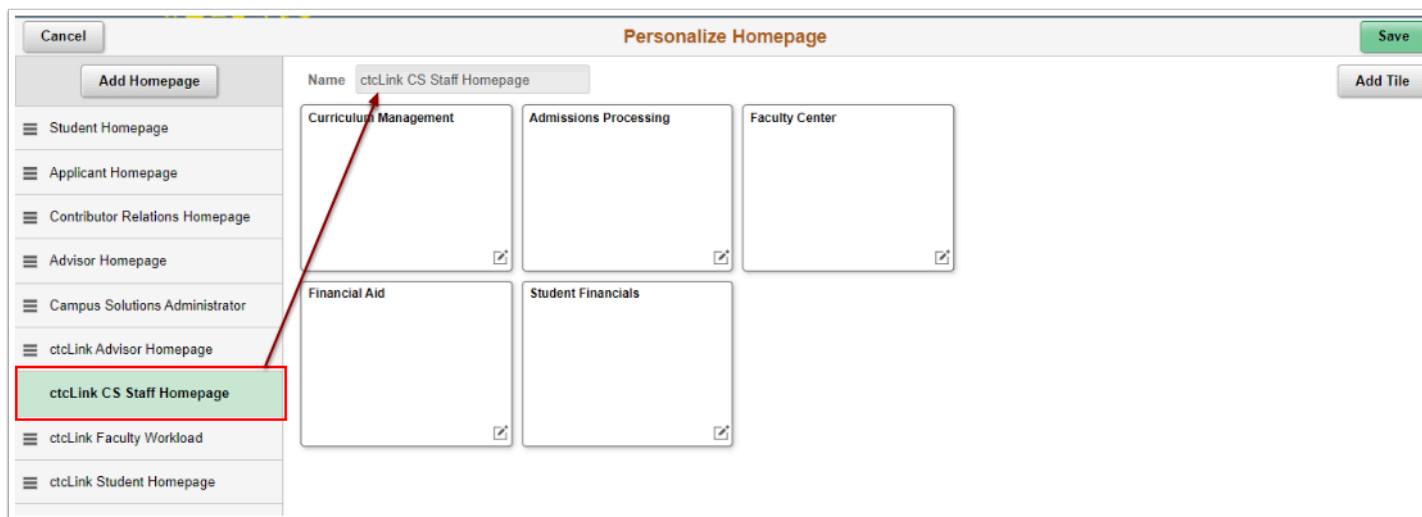
Personalizing Fluid Tiles on Homepage
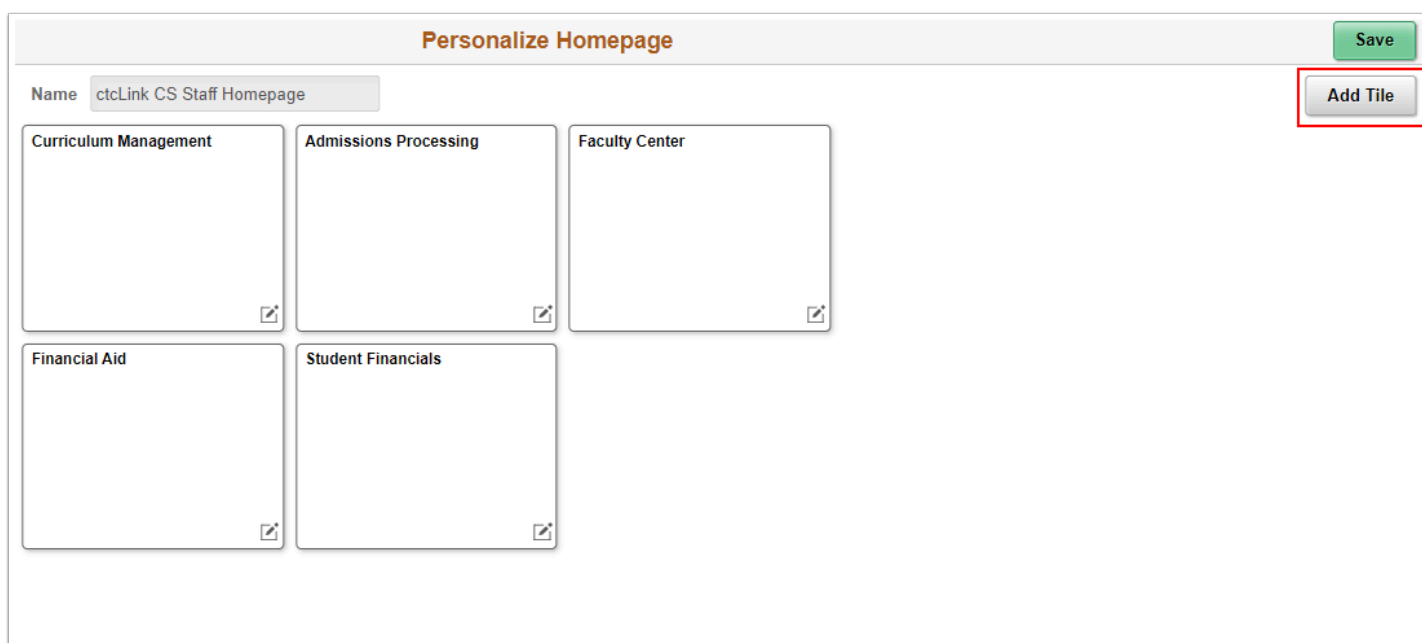
Adding Tiles to a Homepage

1. From your homepage, select the vertical ellipsis (or activity list) in the upper-right corner of the screen.
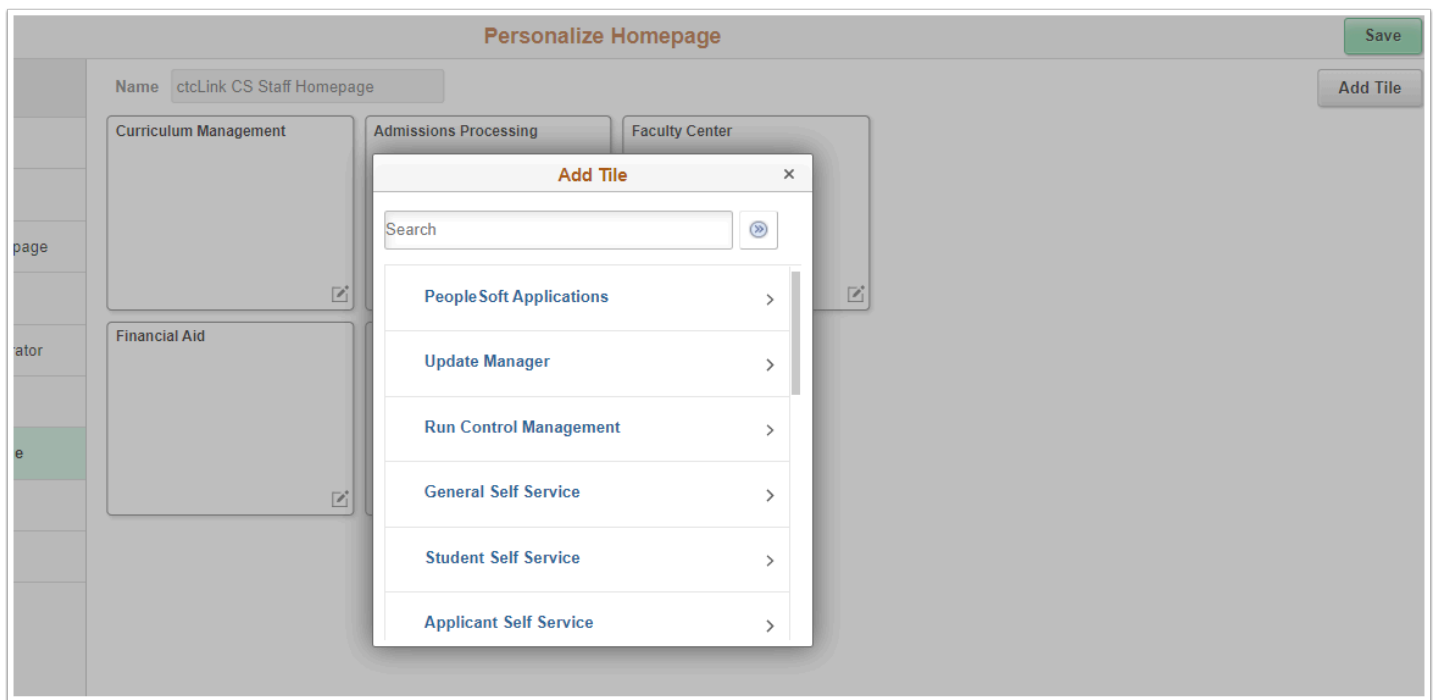2. Choose **Personalize Homepage.**

3. The **Personalize Homepage** page displays. All homepages are listed in the left-side vertical navigation. The name of the active homepage in which you add tiles to shows at the top of your screen.
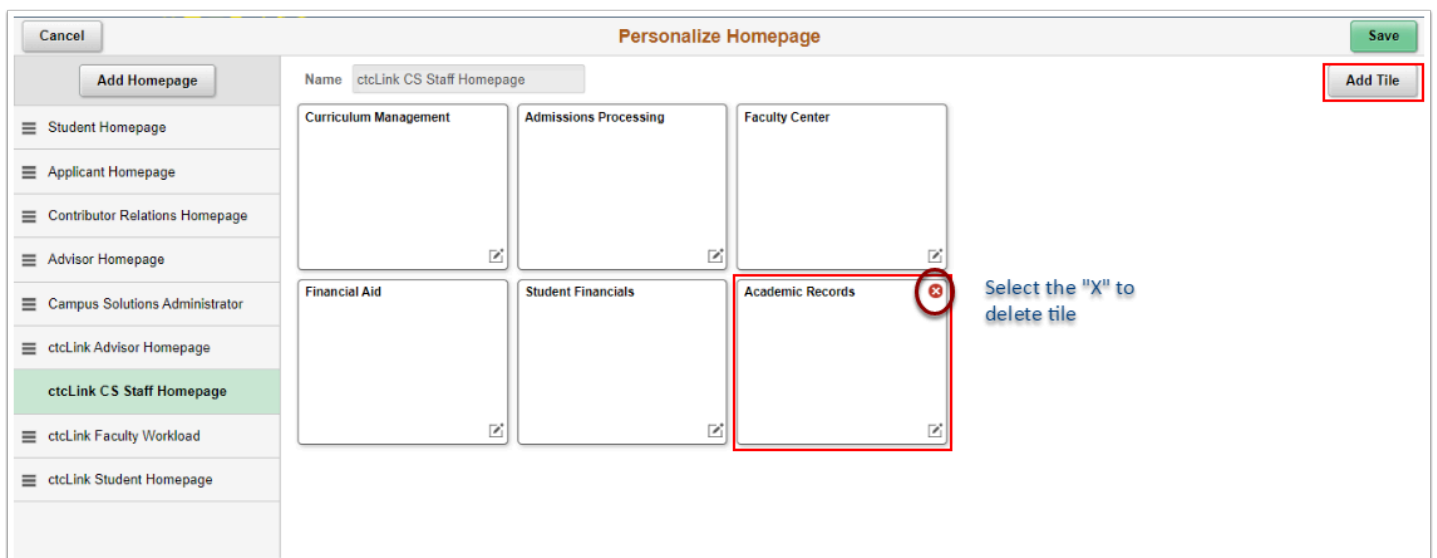
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4. To add a tile to the active homepage, select **Add Tile** in the upper-right corner of the page.
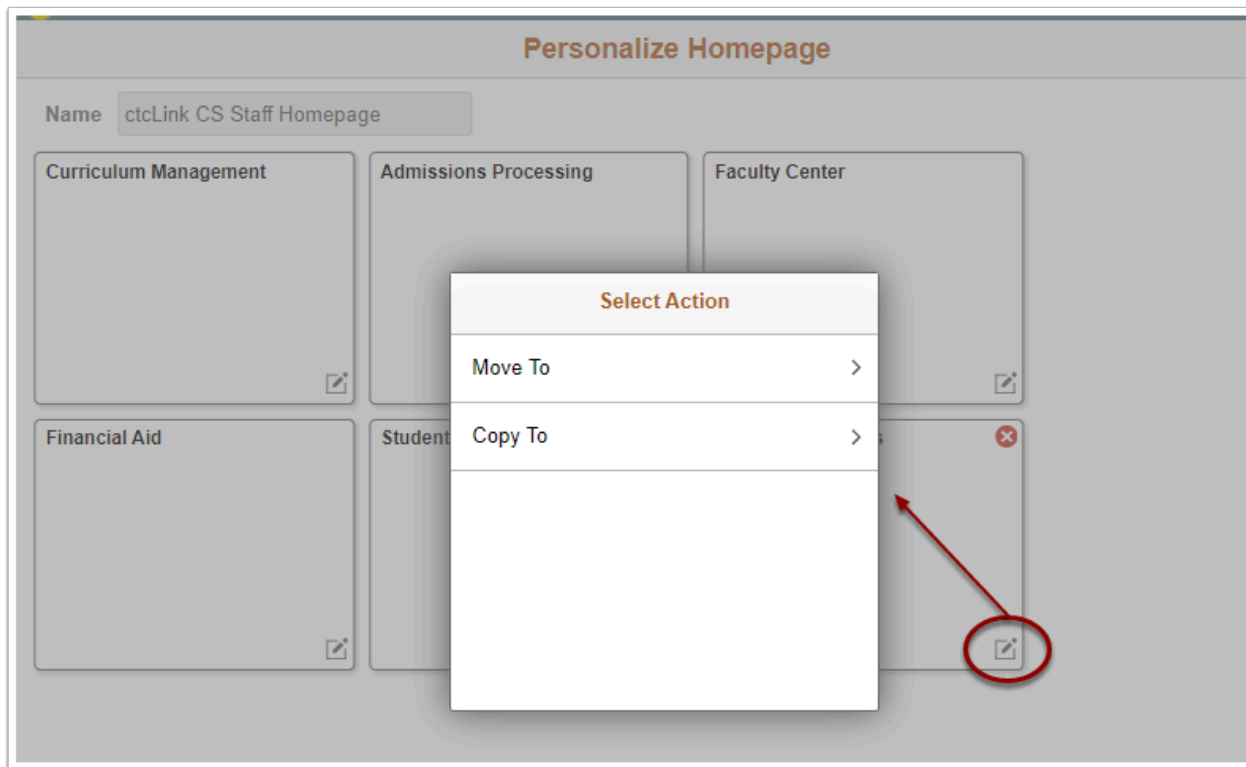

5. In the center of your screen, an **Add Tile** pagelet appears. Search for or choose a tile from the available list.

6. Once you've made your selection, the tile will appear on the active homepage. To delete the tile, select the "X" in the upper-right corner of the tile.
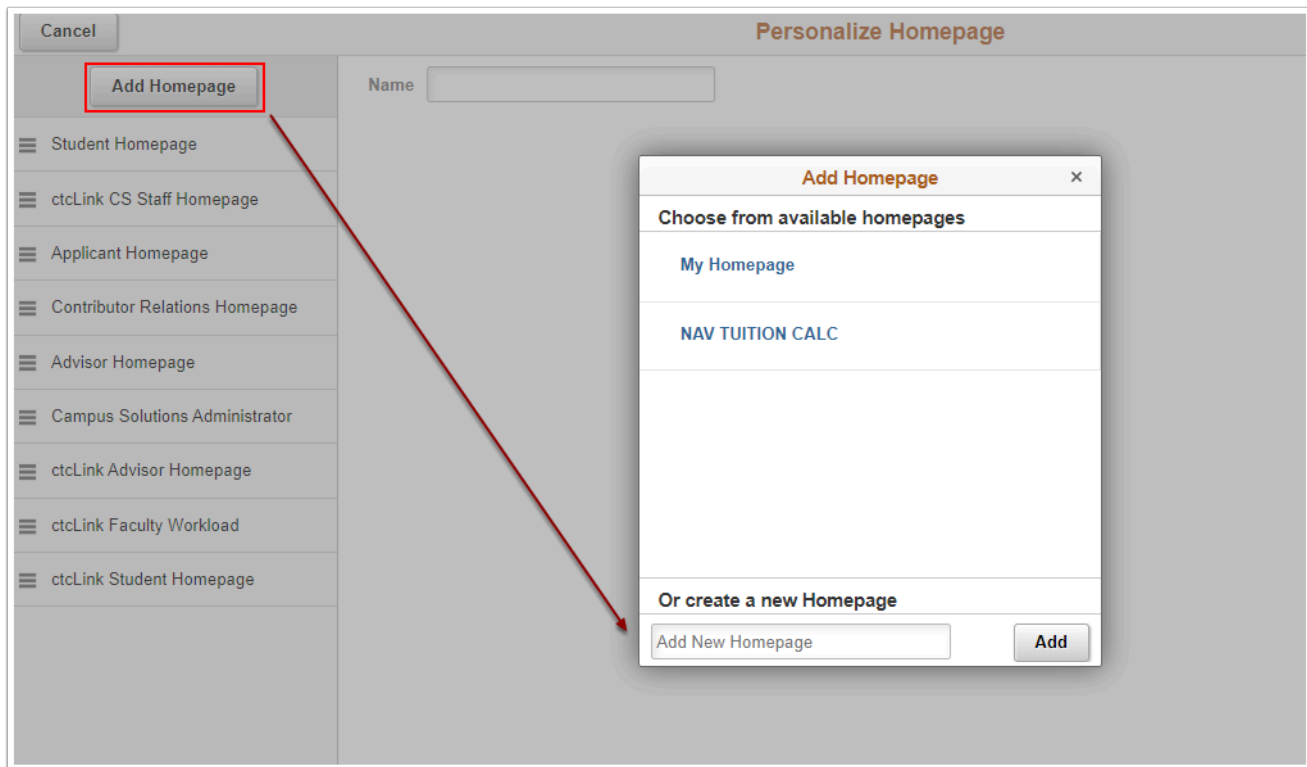7. To add additional tiles, select **Add Tile.**

8. To move or copy the tile, select the edit icon in the lower-right corner of the tile.
9. A **Select Action** pagelet appears in the center of your screen--choose the desired action.
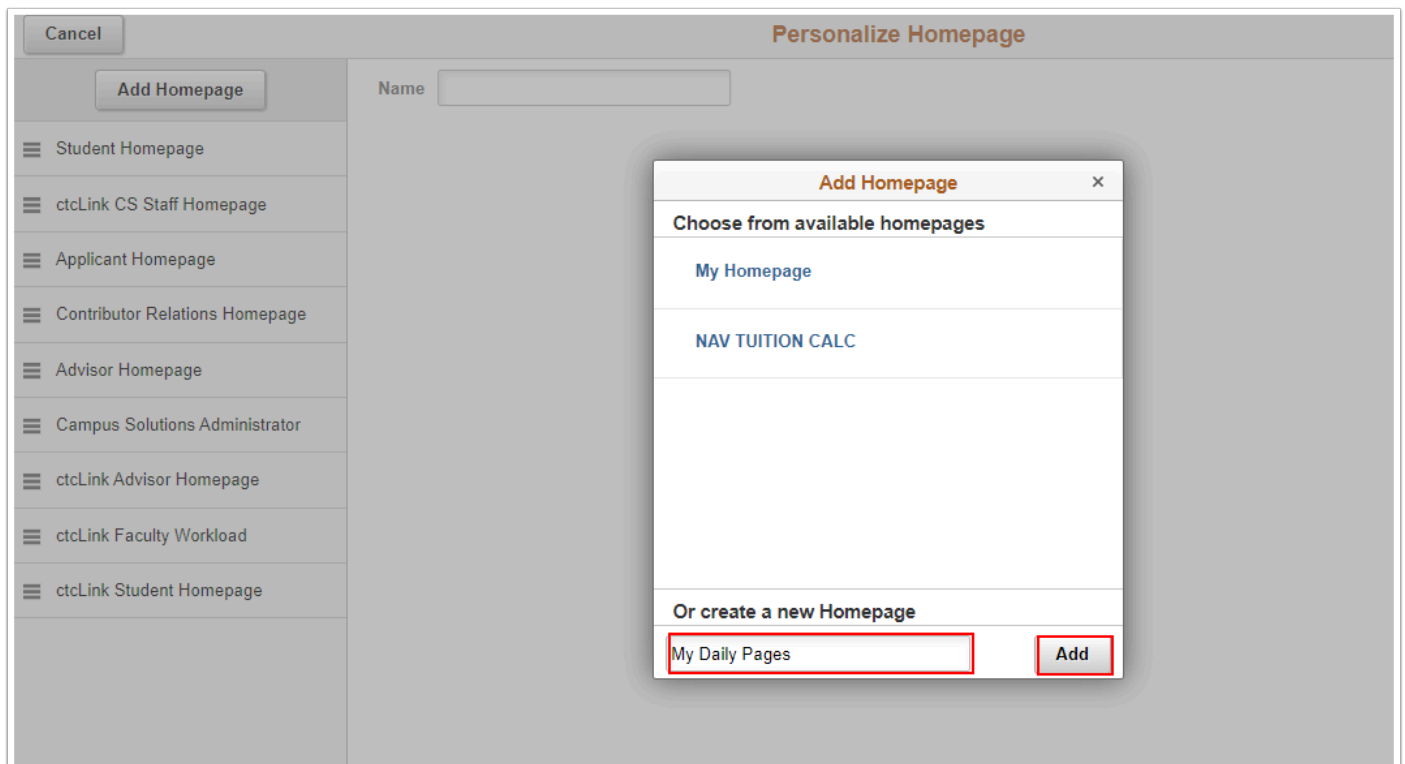
10. If actions are complete, select **Save** in the upper-right corner of the page.

Adding a New Homepage

1. To add a new homepage, select **Add a New Homepage** on the **Personalize Homepage** page.
2. The **Add Homepage** box displays.

3. Enter the name for your new homepage and select **Add**.

4. The new homepage displays as the active homepage.

5. To add tiles, follow the steps in the [Adding a Tile to a Homepage](#) section.
6. Select **Save**.
7. Process complete.

Reordering Homepages

1. To reorder your homepages, select and drag the active homepage (signaled in green) to the desired location in the list of homepages on the **Personalize Homepage** page.

2. In this example, the ctcLink CS Staff Homepage was moved to the top of the list of homepages.

3. Select **Save**.
4. Process complete.