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.

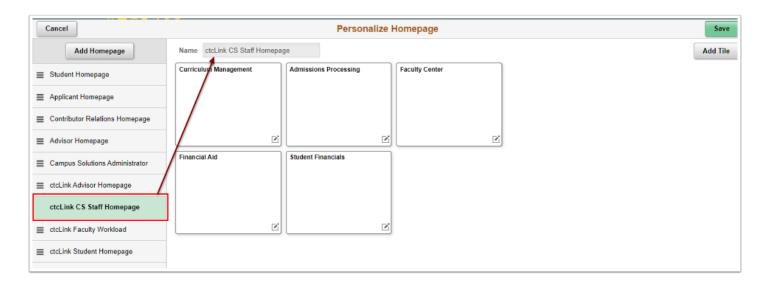
Personalizing Fluid Tiles on Homepage

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.



4. To add a tile to the active homepage, select **Add Tile** in the upper-right corner of the page.

	Personalize H	lomepage	
Name ctcLink CS Staff Homepag	ge		
Curriculum Management	Admissions Processing	Faculty Center	1
Ľ	Ľ	Z	
Financial Aid	Student Financials		
Ľ			

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

		Personalize Homepage	Save
	Name ctcLink CS Staff Homepag	e	Add Tile
	Curriculum Management	Admissions Processing Faculty Center	
		Add Tile ×	
page		Search	
		People Soft Applications	
ator	Financial Aid	Update Manager >	
e		Run Control Management >	
	Ľ	General Self Service >	
		Student Self Service >	
		Applicant Self Service >	

- 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.

Cancel		Personalize	Homepage		Save
Add Homepage	Name ctcLink CS Staff Homepa	ge			Add Tile
≡ Student Homepage	Curriculum Management	Admissions Processing	Faculty Center		
Applicant Homepage					
E Contributor Relations Homepage					
Advisor Homepage	Ľ				
Campus Solutions Administrator	Financial Aid	Student Financials	Academic Records	Select the "X" to delete tile	
ctcLink CS Staff Homepage					
			Ľ	J	
≡ ctcLink Student Homepage					

- 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.

		Personal	ize Homepage	3
Name ctcLink CS Staff Home	epage			
Curriculum Management	Admiss	ons Processing Sele	Faculty Center	ter
Financial Aid	Student	Move To Copy To		> 2
	<u>N</u>			

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.

Cancel		Personalize Homepage	
Add Homepage	Name		
≣ Student Homepage			
		Add Homepage Choose from available homepages	×
Applicant Homepage	\mathbf{i}	My Homepage	
Contributor Relations Homepage	$\mathbf{\lambda}$	NAV TUITION CALC	
Advisor Homepage			
Campus Solutions Administrator			
	\mathbf{X}	Or create a new Homepage	-
		Add New Homepage	dd

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

Cancel	Personalize Homepage
Add Homepage	Name
E Student Homepage	
ctcLink CS Staff Homepage	Add Homepage × Choose from available homepages
Applicant Homepage	My Homepage
Contributor Relations Homepage	NAV TUITION CALC
Advisor Homepage	NAV TOTION CALC
Campus Solutions Administrator	
■ ctcLink Advisor Homepage	
ctcLink Faculty Workload	
	Or create a new Homepage
	My Daily Pages Add

4. The new homepage displays as the active homepage.

Cancel	Personalize Homepage	Save
Add Homepage	Name My Daily Pages	Add Tile
Student Homepage		
■ ctcLink CS Staff Homepage		
Applicant Homepage		
■ Contributor Relations Homepage		
Advisor Homepage		
E Campus Solutions Administrator		
■ ctcLink Advisor Homepage		
≡ ctcLink Student Homepage		
My Daily Pages		

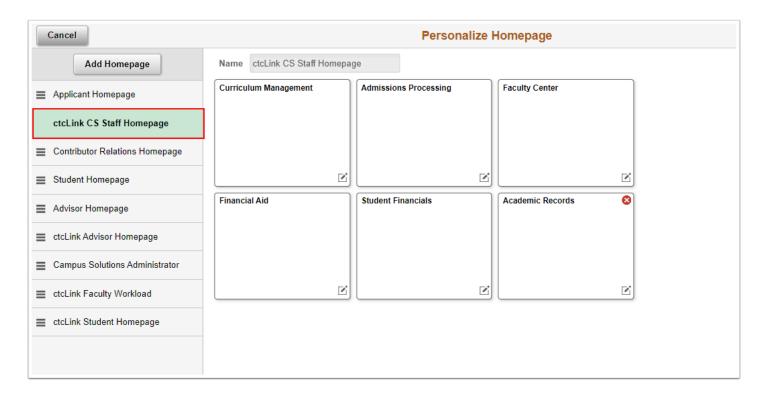
- 5. To add tiles, follow the steps in the <u>Adding a Tile to a Homepage</u> section.
- 6. Select **Save**.
- 7. Process complete.

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.

Cancel		Personalize I	Homepage	Save
Add Homepage	Name ctcLink CS Staff Homepag	ge		Add Tile
E Student Homepage	Curriculum Management	Admissions Processing	Faculty Center	
Applicant Homepage				
■ Contributor Relations Homepage				
Advisor Homepage	Ľ	Ľ	[2	i i
E Campus Solutions Administrator	Financial Aid	Student Financials	Academic Records	3
ctcLink CS Staff Homepage				
ctcLink Faculty Workload	Ľ	Ľ		s

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.