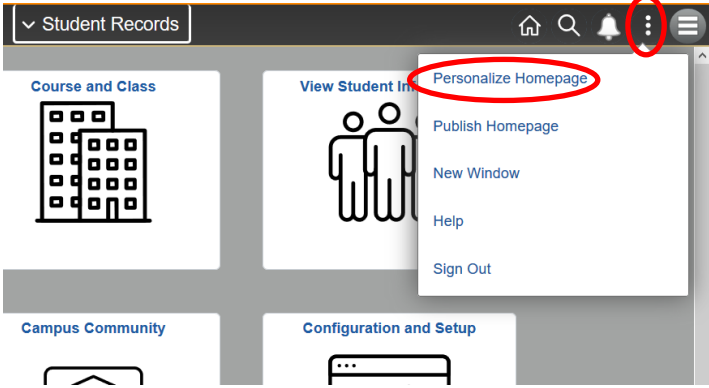
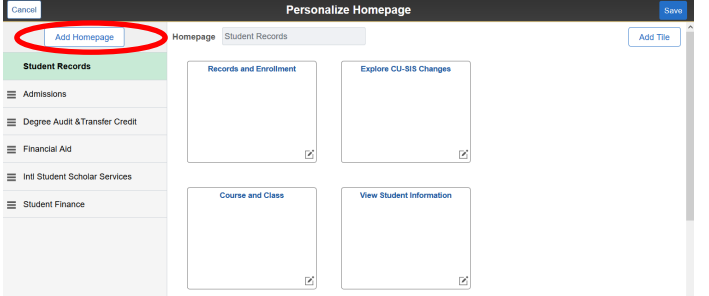


## How to create a customized homepage

This guide covers:

- [Creating a personalized homepage](#)
- [Add specific pages to your customized homepage](#)
- [Add a tile from another page](#)
- [Delete tiles from homepage](#)

How to create a personalized homepage	
<p>Click the <b>Actions</b> menu, then select <b>Personalize Homepage</b>.</p>	 <p>The screenshot shows the 'Student Records' dashboard. The top navigation bar includes a home icon, a search icon, a notification bell, and an Actions menu (three vertical dots) which is circled in red. A dropdown menu is open from the Actions menu, with 'Personalize Homepage' highlighted and circled in red. Other menu items include 'Publish Homepage', 'New Window', 'Help', and 'Sign Out'. The dashboard tiles include 'Course and Class', 'View Student Information', 'Campus Community', and 'Configuration and Setup'.</p>
<p>Click on <b>Add Homepage</b> in the upper left corner.</p>	 <p>The screenshot shows the 'Personalize Homepage' configuration window. The 'Add Homepage' button in the top left corner is circled in red. The window has a left sidebar with a tree view containing 'Student Records', 'Admissions', 'Degree Audit &amp; Transfer Credit', 'Financial Aid', 'Intl Student Scholar Services', and 'Student Finance'. The main area displays a grid of tiles: 'Records and Enrollment', 'Explore CU-SIS Changes', 'Course and Class', and 'View Student Information'. Each tile has a checkmark in the bottom right corner. The window also has 'Cancel' and 'Save' buttons at the top.</p>

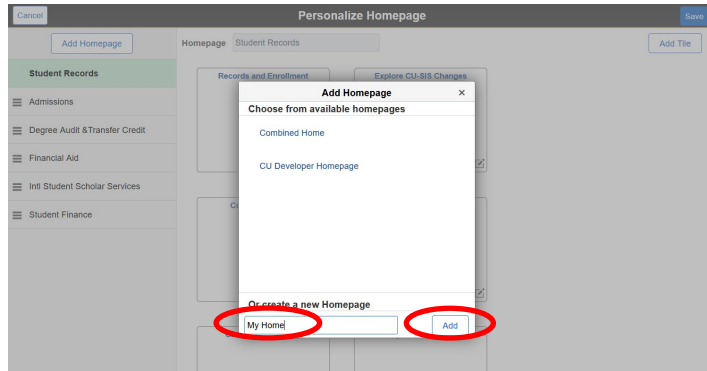


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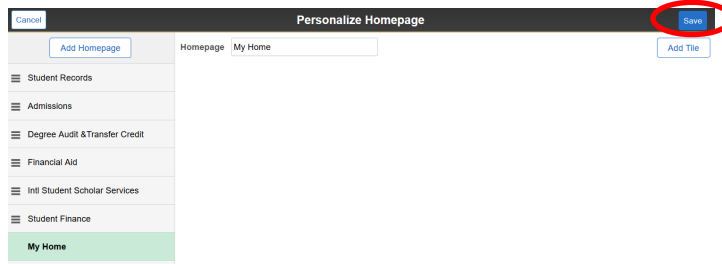
At the bottom of the **Add Homepage** window, find the field labeled **Or create a new Homepage**.

Type the desired name of your new home page. (In this example, My Home.) Click the **Add** button.

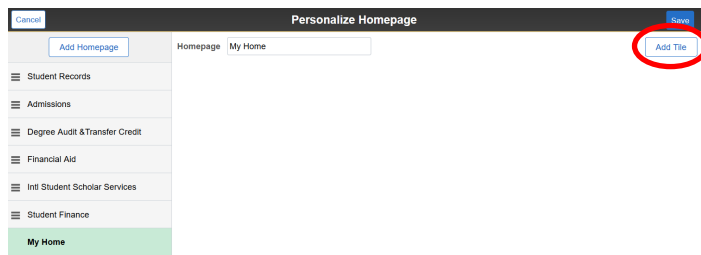


Click **Save** in the upper right corner to save the new homepage.

Or you can add tiles to your new homepage during this step, then click **Save**. (See details below.)

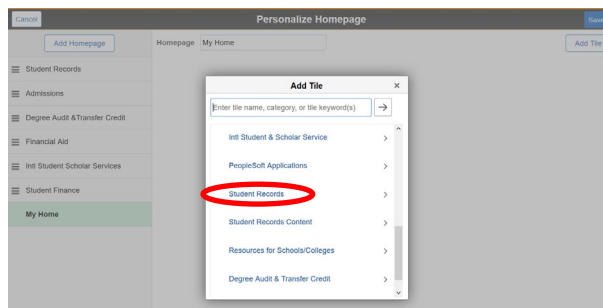


To add existing tiles from another homepage or dashboard to a new custom homepage, click on the **Add Tile** button in the upper right corner.



Navigate to the page you would like to add.

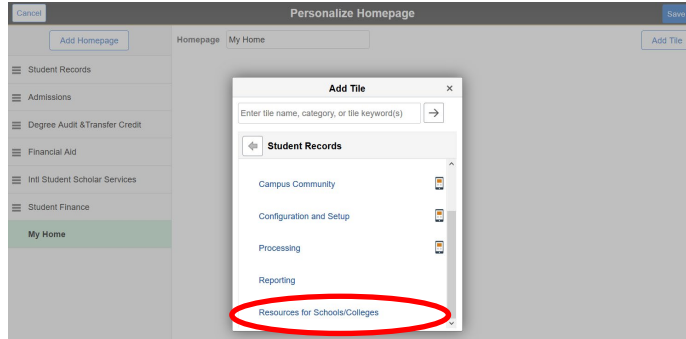
In this example, we clicked **Student Records**.



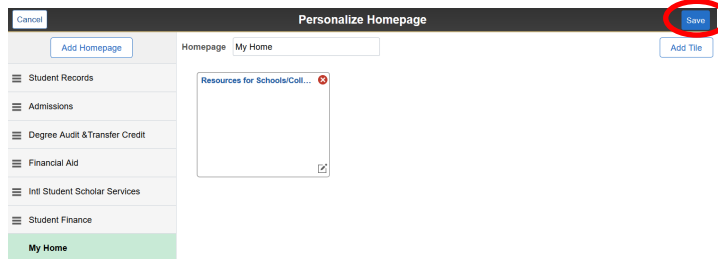
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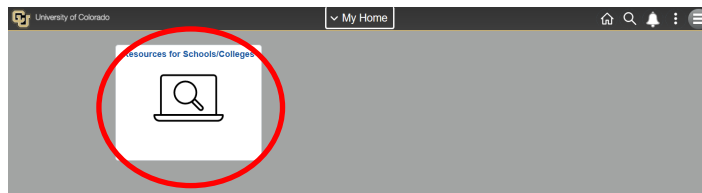
Now, click **Resources for Schools/Colleges**.



Then, click **Save**.

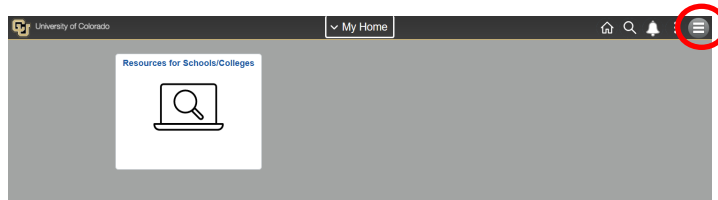


Your new homepage now shows on your newly created My Home page with the tile you added.



## How to add specific pages to your customized homepage

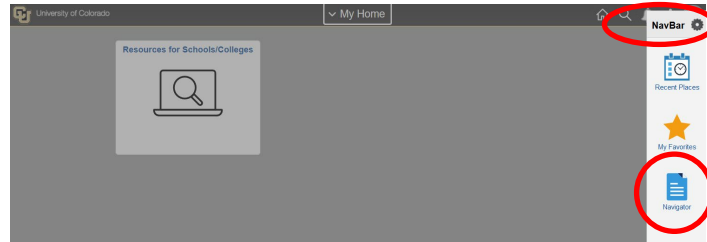
Let's add the **Student Services Ctr (AdminVw)**. Go to that page. You can use the Navigator or the Global Search.



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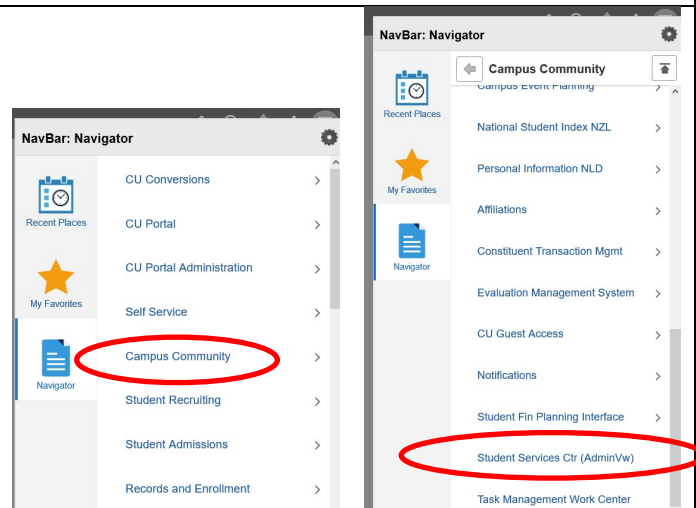
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Click the **NavBar**, and select **Navigator**.

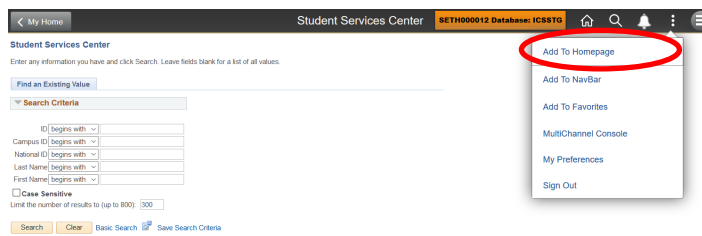


Click through the menus using the path to find your desired page.

In this example, we navigated to **Campus Community > Student Services Ctr (AdminVw)**

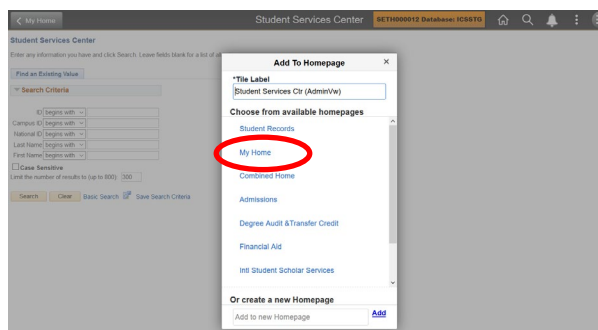


From the page, click on the **Actions** menu to open it, and select **Add to Homepage**.



Select your desired homepage.

In this example, we selected **My Home**.



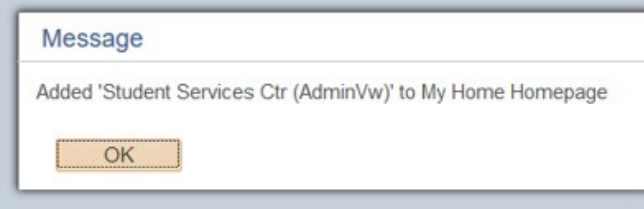
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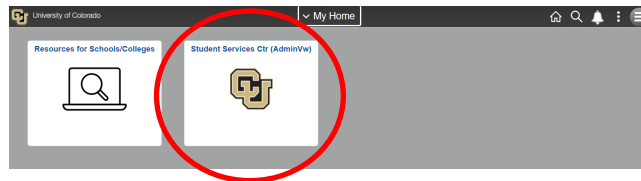
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Click **OK** on the popup window.



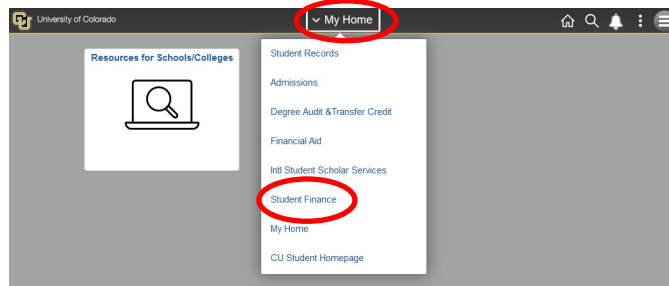
You can now see the page on your custom homepage.



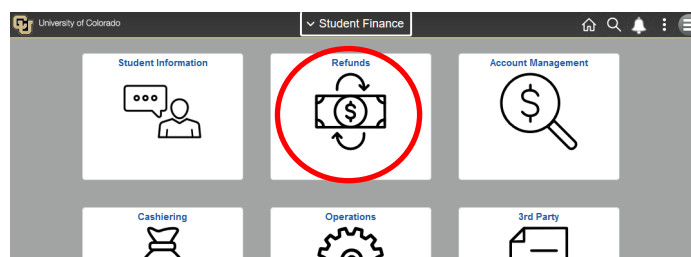
## Add a tile from another homepage

You can also add a tile from another homepage by starting from that homepage or dashboard.

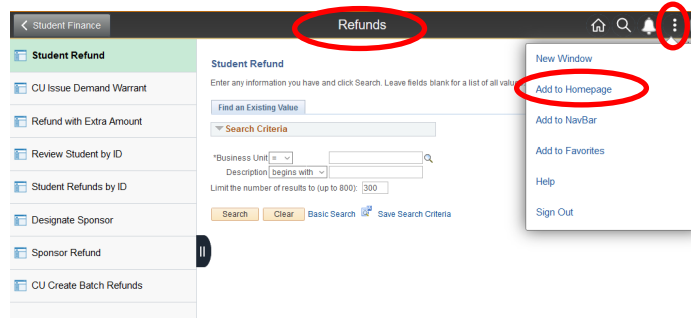
Let's go to the **Student Finance** homepage.



Click on **Refunds**.



From the Refunds Navigation Collection, click on the **Actions** menu, and select *Add to Homepage*.

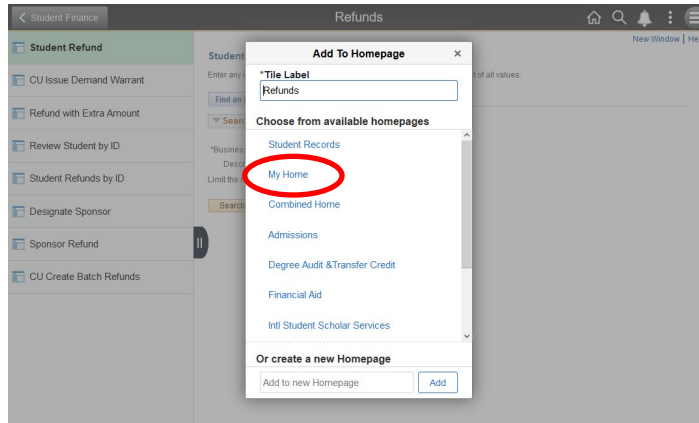


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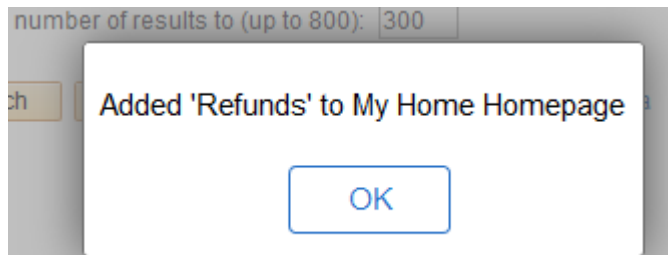
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Select your desired homepage.

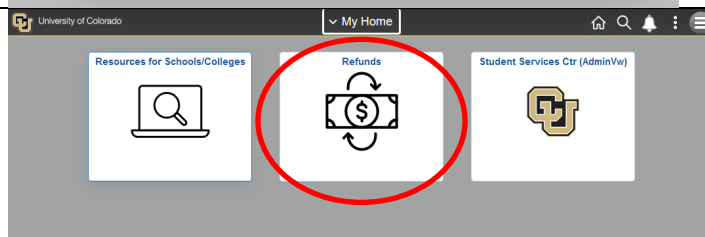
In this example, we selected **My Home**.



Click OK on the confirmation message.

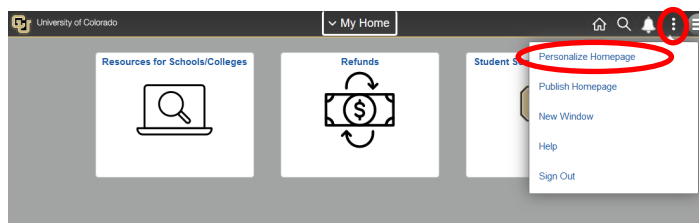


You can now see the Refunds tile on your custom homepage that includes the existing navigation collection.



## Delete tiles from your homepage

To delete tiles from your customized homepage, go to the **Actions** menu and select **Personalize Homepage**.



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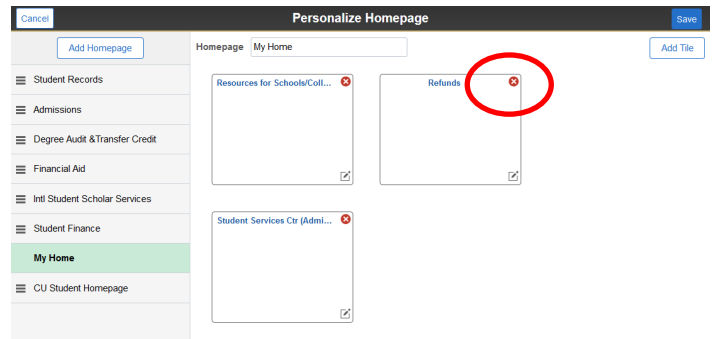
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Click on the **red “x”** next to the tile you wish to delete, then click **Save**.



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