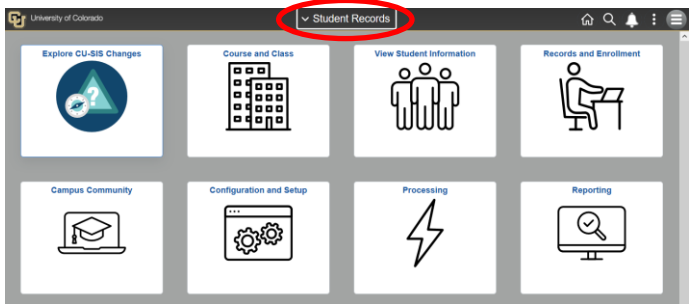
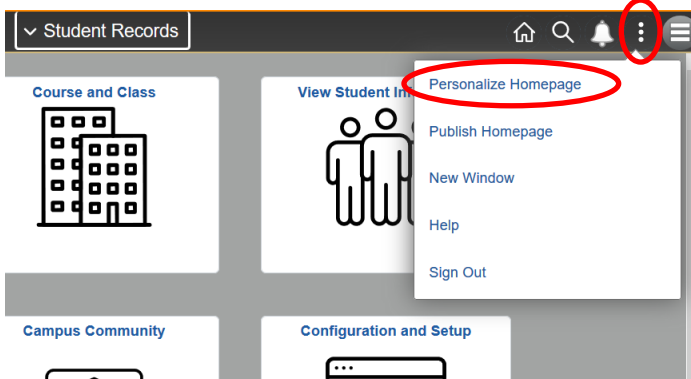
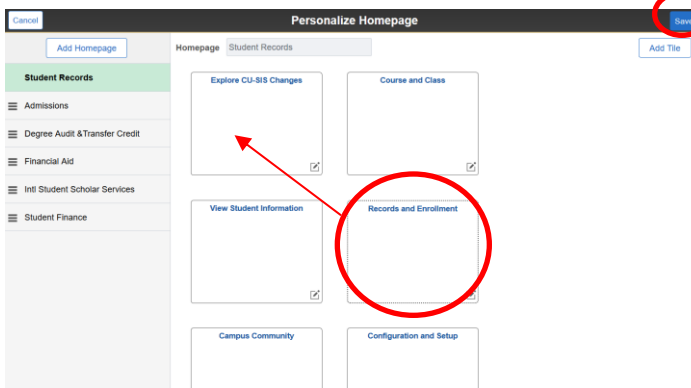


How to personalize existing homepages and dashboards

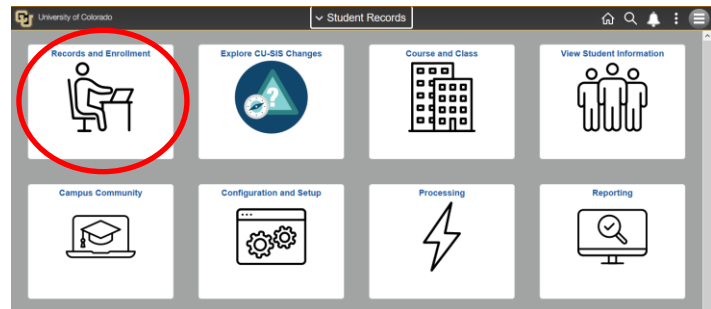
| | |
|---|--|
| <p>Go to the homepage or dashboard that you wish to change by clicking the top center dropdown menu.</p> |  |
| <p>Click the Actions menu, then select Personalize Homepage.</p> |  |
| <p>Click and drag the tile you wish to move to the spot where you want it.</p> <p>In this example, we clicked Records and Enrollment and dragged it in the top left spot.</p> <p>Click Save to finalize your changes.</p> |  |



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After saving, the **Records and Enrollment** tile is now in the upper left corner, where we just placed it.



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