

# 'My Page' on CUNY's Portal

Now that you've logged into the Portal you can customize your "My Page" by editing the modules on this page. Here you can add bookmarks, add text or html, create a task list and access your SSO (single sign on) links. **SSO links are accessible depending on your campus affiliation. (e.g., Student, faculty or staff)**

Here is a view of "My Page" with the different modules.

The screenshot shows the 'My Page' interface in a Microsoft Internet Explorer browser window. The page title is 'Welcome to CUNY.EDU - The City University of New York'. The date is December 2, 2003. The navigation bar includes links for TRUSTEES, CUNY TV, HONORS COLLEGE, CONTINUING ED, and MY PAGE. The main content area is titled 'My Page' and contains several modules: 'Bookmark' (with 'edit' and 'x' buttons), 'Task List' (with 'Add Task' and 'Options' buttons), 'Text Pad' (with 'edit' and 'x' buttons), 'CPE Reading Material' (with a link to 'CPE Reading Material - Fall 2003'), 'SSO Applications for Students' (with a warning message and links to 'E-Journals and Reference Databases' and 'eSIMS'), and 'CUNY ePermit' (with an 'ePermit' link). A left sidebar contains navigation links like 'Colleges Programs', 'News', 'Admissions & Financial Aid', 'Events', 'Libraries', 'About CUNY', 'Administration', 'Jobs at CUNY', 'CUNY eMail', 'Welcome Athena', 'My Profile', and 'Logout'. A bottom bar contains 'UPDATES' and 'Apply Online to CUNY'. The address bar shows a URL starting with 'https://portal.cuny.edu/portal/site/cuny/?epi\_menuItemID=c94035e8c88f0b821f44187078304e08&epi\_menuID=a00e051'.

**Callout Box 1 (top left):** This is the bookmark module. When you click edit you can add bookmarks you want to keep.

**Callout Box 2 (top right):** You can add and edit the modules on your My Page by clicking Edit Content. You can also change the location of the modules on you My Page by clicking Move Content.

**Callout Box 3 (middle left):** You will see your name once you've logged in.

**Callout Box 4 (middle right):** You can also create a task list. Just click on Add Task and add them one at a time.


**Callout Box 5 (bottom left):** My Profile is where you can change your e-mail address and your portal login password.

**Callout Box 6 (bottom center):** This is a SSO module for a Student. You can not add links to this module. The links accessible are predetermined base on your campus affiliation. e.g., eSIMS and CPE. are applications registered students would need.


## Editing 'My Page' Modules

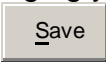

At the top right corner of the **Bookmark** and **Text Pad** modules are two 'buttons': 'edit' and 'x'. **Edit** opens a screen for you to add your bookmarks and the 'x' deletes the module from the page. You can always add it back by clicking the [Edit Content](#) link on the upper right hand side of the page.

**Bookmark:** You can add any number of your favorite bookmarks here: Apple, CNN, NY Times, you name it! While you can only add three at a time, you can edit the list whenever you wish to add more of your favorite links. And of course you can delete or change these bookmarks at any time.

When you make changes to your **Bookmark** module, be sure to click on the  button at the bottom of the Edit view to save your changes.

**Note:** When adding the URLs to your bookmark list you must do it in the proper format: e.g. <http://www.columbiahouse.com/>

**Text Pad:** Write anything you please, a note to yourself, phone numbers, whatever. You can even use simple HTML tags in the text pad. When you make changes to your Text Pad module, be sure to click on the  button at the bottom of the Edit view to save your changes.

**Task List:** This list allows you to create a to do list. You may want to use it to list tasks required for applying to CUNY, papers to write, appointments, or plans with friends. It's up to you. The **Task List Options** link allows you to control how many of your tasks are displayed by default upon login. You may want the default, which shows up to three tasks, and then use the View All link at the bottom of the module to see a complete list of your tasks. Or you can change the default number of tasks shown by clicking on the [Options](#) link and changing your preferences. When you make changes to your **Task List** module, be sure to click on the  or  button at the bottom of the Edit view to save your changes.

## Adding Modules

CUNY's portal hosts a tremendous amount of information related to your life at CUNY, whether you are a student, faculty or staff. When you click on the [Edit Content](#) link at the top right of My Page, you will see numerous categories, each with a list of links: Alumni and Visitors, Colleges and Programs, Current Students, Faculty and Staff and Prospective Students. Each of these categories has a number of links you will find helpful. Choose those most relevant to your current status. You can add and change these links at any time. No more roaming around for those critical connections!

## Arranging the Layout of Modules – Move Content

As you add and change the modules on your page, you may want to rearrange the placement of these modules.

- Click on the [Move Content](#) link at the top right of My Page to move modules and use either of the interfaces to move your modules around:
- Click the black arrows to move a particular module. Gray arrows indicate you cannot move a module in this direction.