How to Add the F & A Work Tools Tab

The WebRaider portal defaults with basic tabs based on your role at TTUHSC. The F & A Work Tools tab is an additional tab that may be added that provides links to all HR, Budget and Finance applications.

To add the F & A Work Tools tab, click on the Content Layout link located in the red TTUHSC WebRaider top banner.
Click on the **Fragments** tab.

Click on **Subscribe** located to the left of the F & A Work Tools folder.
Click on the **small box with the red arrow** located between any two tabs.

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Click on **small box with red arrow**

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Please contact your local campus IT Help Desk if you have any problems.

- Amarillo: (806) 354-5404 helpdesk.amarillo@ttuhsc.edu
- El Paso: (915) 215-4111 elp.helpdesk@ttuhsc.edu
- Lubbock: (806) 743-1234 ITSolutions@ttuhsc.edu (The Lubbock Help Desk is available Monday through Friday from 8 a.m. to 6 p.m.)
- Odessa: (432) 335-5108 helpdeskodessa@ttuhsc.edu