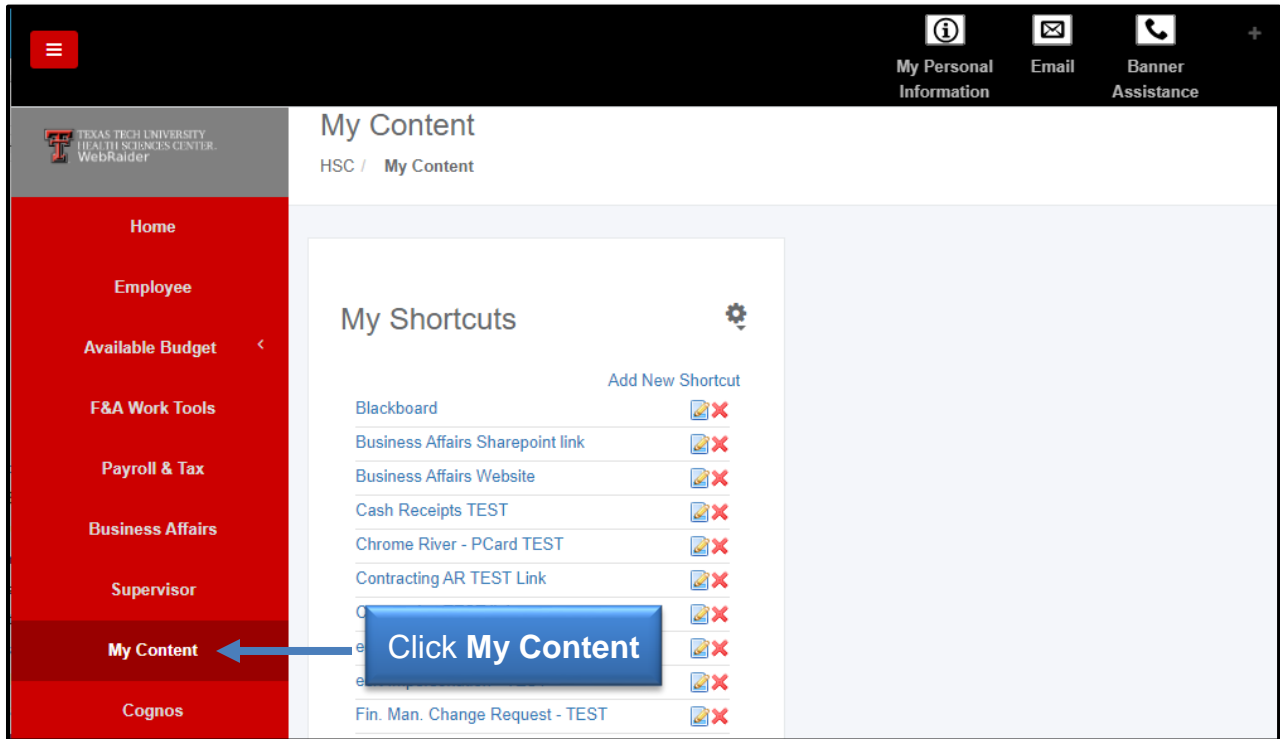


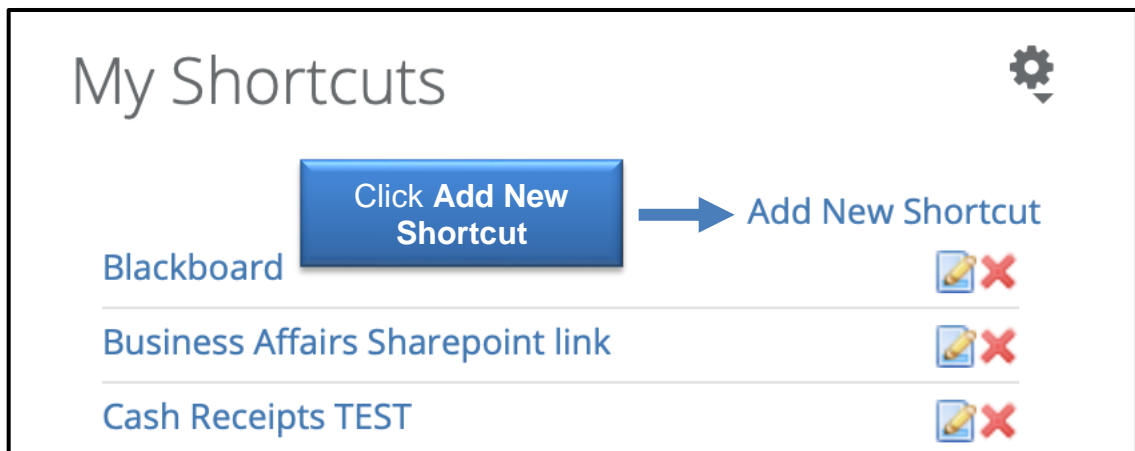


You can set up custom content on the **My Content** tab, which can be accessed from the [WebRaider Portal](#).



## Add New Shortcuts

To add shortcuts of your favorite links, click **Add New Shortcut** in the My Shortcuts portlet.



# WebRaider – My Content Tab

In the Link (Shortcut) Title, enter the **website name**. In the Link (Shortcut) URL, enter the **website URL**. Then click **Save Shortcut**. To remove the values from the fields, click **Cancel**.

The screenshot shows the 'My Shortcuts' interface. At the top, there is a green notification box that says 'Your request completed successfully'. Below this, there are two input fields: 'Link(Shortcut) Title' with the value 'Business Affairs Website' and 'Link(Shortcut) URL' with the value 'http://www.fiscal.ttuhs.edu/bi'. A blue button labeled 'Enter Link Title' is positioned above the title field, and another blue button labeled 'Enter Link URL' is positioned above the URL field. At the bottom, there are three buttons: a red 'Save Shortcut' button, a blue 'Cancel' button, and a blue 'Click Save Shortcut' button. Arrows indicate the flow from the notification box to the 'Enter Link Title' button, then to the title field, then to the 'Enter Link URL' button, then to the URL field, and finally to the 'Click Save Shortcut' button.

Once your request is completed successfully, your link shortcut will be added to your list of shortcuts. To access the website, click the **Link Name**.

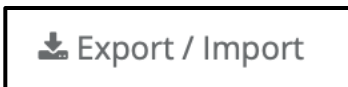
The screenshot shows the 'My Shortcuts' interface after the shortcut has been saved. A green notification box at the top says 'Your request completed successfully.'. Below the notification, there is a blue button labeled 'Add New Shortcut'. Underneath, there is a list of shortcuts. The first item is 'Blackboard', the second is 'Business Affairs Sharepoint link', and the third is 'Business Affairs Website'. Each item has a blue pencil icon and a red 'X' icon to its right. A blue arrow points from a blue button labeled 'Click Link Name' to the 'Business Affairs Website' link name.

## Manage My Shortcuts Portlet

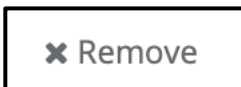
Three options are available from the Shortcuts gear button.



**Configuration:** No functionality.



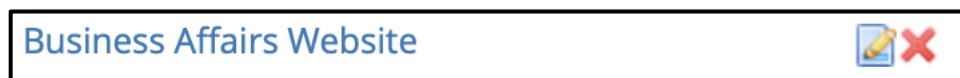
**Export/Import:** Export the My Shortcuts links list.





**Remove:** Removes the My Shortcuts list.

## Manage My Links

Two options are available for each link:



 **Edit:** Allows you to change or update the Link (Shortcut) Title and the Link (Shortcut) URL.

 **Delete:** Allows you to remove the website from the My Shortcuts portlet.

If you have additional questions, please contact Finance Systems Management at [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).