

My Content Page

Instructions on using the page in the Webraider Portal

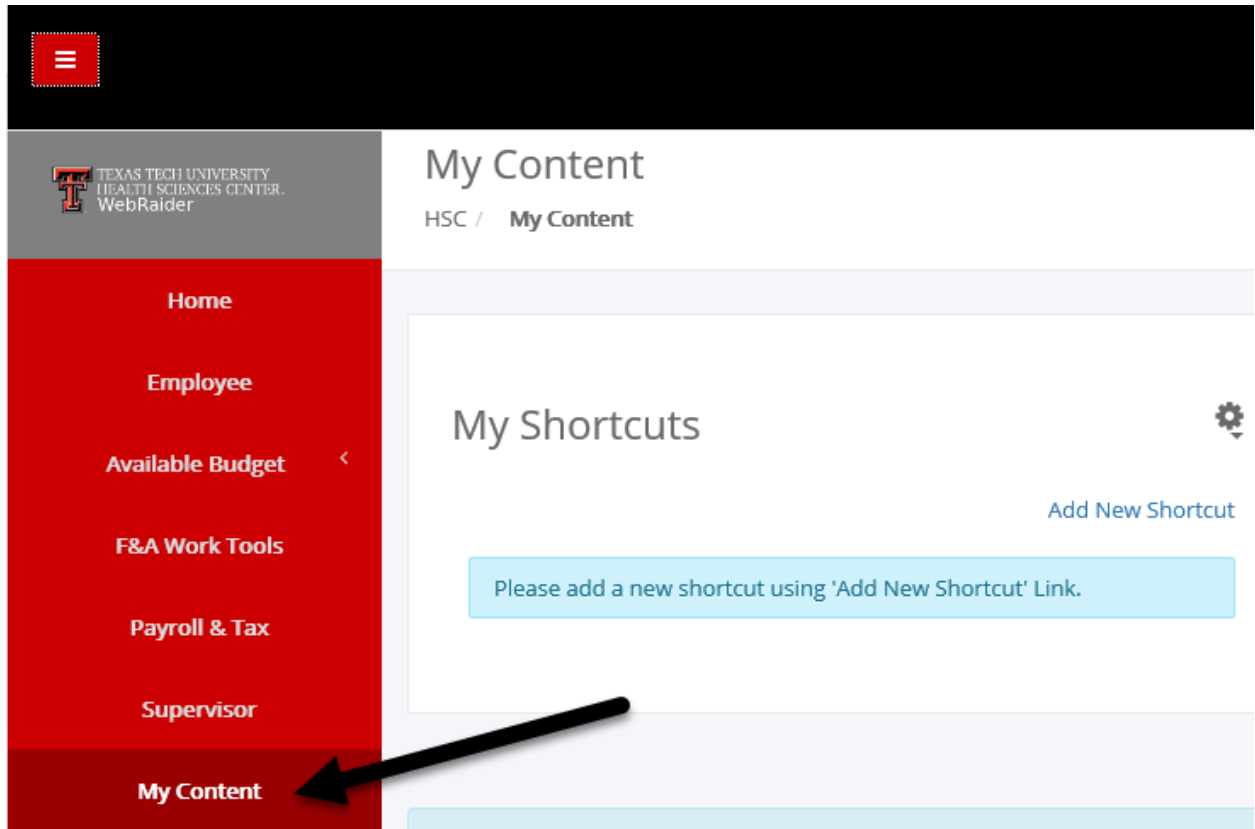
Updated October 2020

Texas Tech University Health Sciences Center
Budget Office

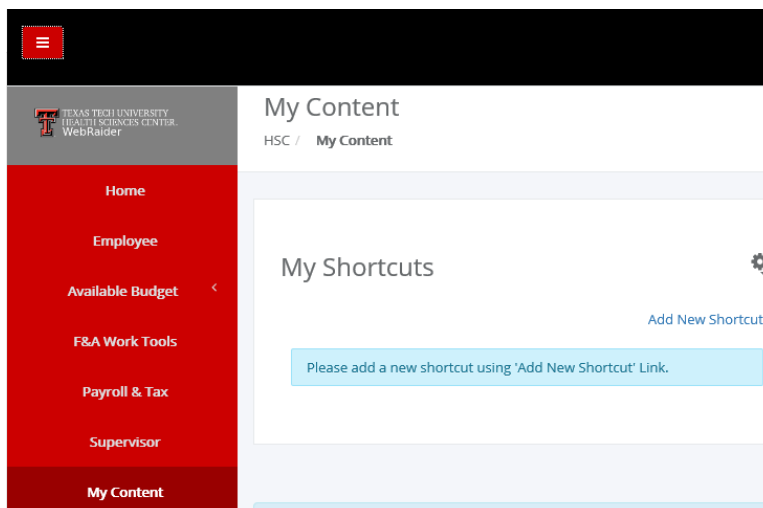
The My Content tab is where you can add your commonly used shortcuts to web pages.

How to set up shortcuts to web pages

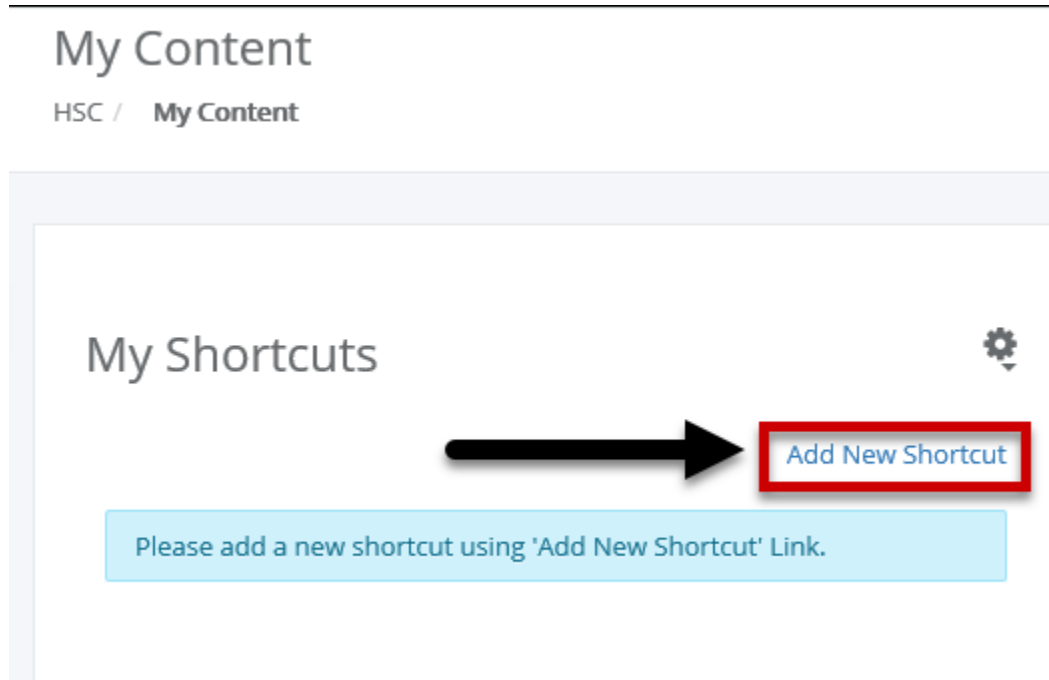
- 1) Click on the My Content page from the Webraider Portal



- 2) For a first time user of the My Content page, this is what you would see after clicking on the page.
 - a. Note: You may not see all the pages listed below. You are given the pages based on your roll within the Institution.



3) Click on Add New Shortcut.



- 4) In the My Shortcuts window proceed with the following steps to add a shortcut or URL.
- Enter a Link(Shortcut) Title.
 - Enter the Link(Shortcut) URL.
 - Then click on the Save Shortcut button.

My Content

HSC / My Content

My Shortcuts

Your request completed successfully.

Link(Shortcut) Title

Link(Shortcut) URL

Save Shortcut

Cancel

You have successfully saved your first shortcut.

My Content

HSC / My Content

My Shortcuts

Your request completed successfully.

[Add New Shortcut](#)

[Google Maps](#)



- 5) If you need to edit the shortcut you just created or delete it, select one of the icons to the right of the shortcut to edit or delete. After editing the shortcut be sure and click on Save Shortcut to save the correction you just made.

My Content

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My Shortcuts



Delete

Your request completed successfully.

Add New Shortcut

Edit

Google Maps



- 6) Repeat the above steps to add more shortcuts.