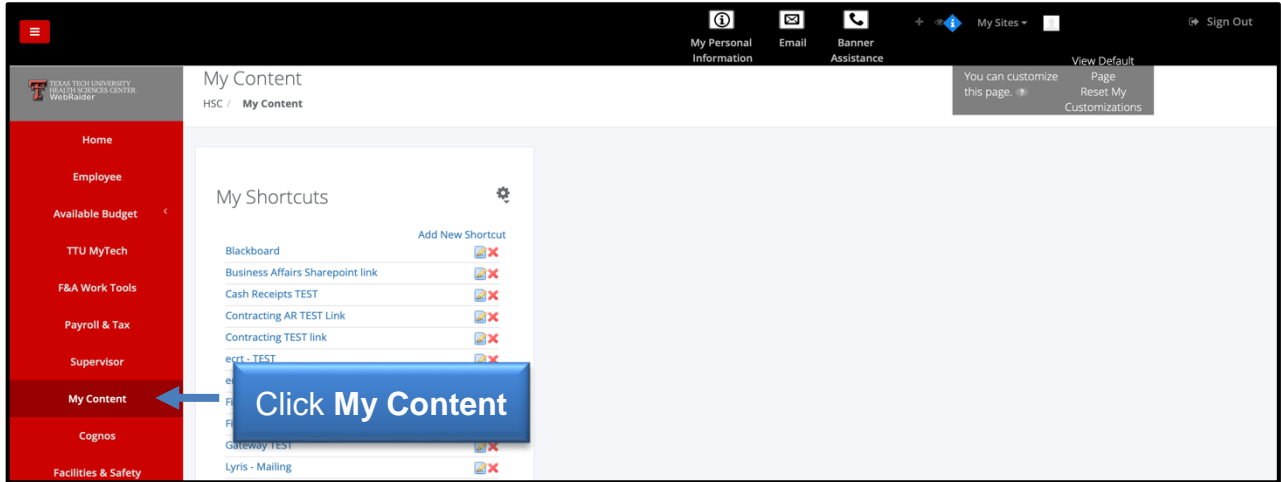


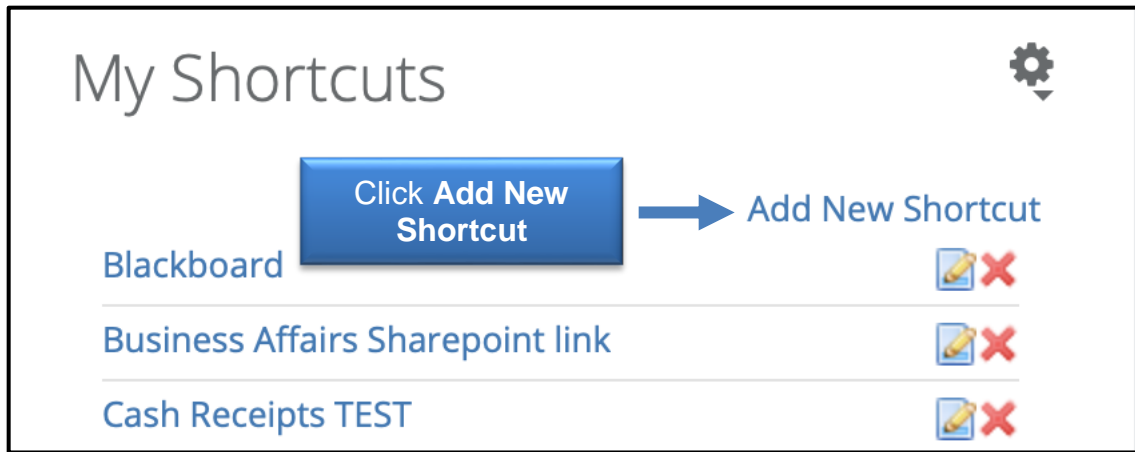


You can set up custom content on the **My Content** tab which can be accessed on the WebRaider Portal.



Add New Shortcuts

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



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**.

My Content Tab in WebRaider

My Shortcuts

Your request completed successfully

Enter Link Title

Link(Shortcut) Title Business Affairs Website

Enter Link URL

Link(Shortcut) URL http://www.fiscal.ttuhs.edu/bi

Save Shortcut Cancel Click Save Shortcut

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**.

My Shortcuts

Your request completed successfully.

Add New Shortcut

Blackboard

Business Affairs Sharepoint link

Business Affairs Website

Click Link Name

Manage My Shortcuts Portlet

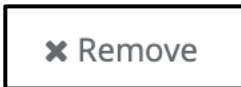
Three options are available from the Shortcuts gear button.



Configuration: No functionality.



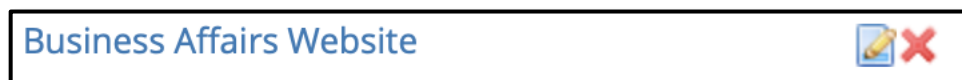
Export/Import: Export the My Shortcuts links list.




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.