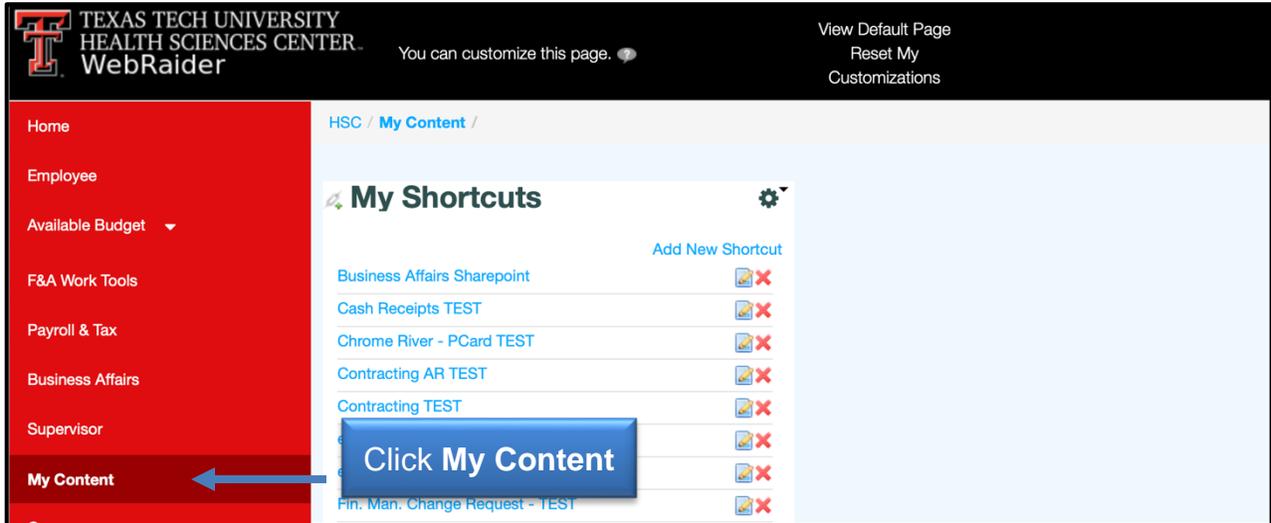


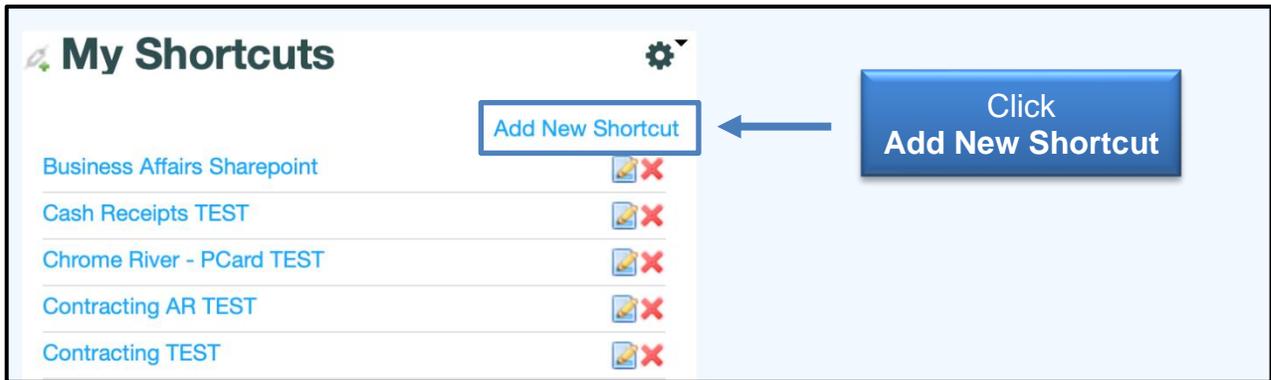


You can set up custom content on the **My Content** tab that can be accessed from the [WebRaider Portal](#).



Add New Shortcuts

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



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

WebRaider – My Content Tab

HSC / My Content /

My Shortcuts

Your request completed successfully.

Link(Shortcut) Title
Business Affairs Website

Link(Shortcut) URL
fiscal.ttuhs.edu/businessaffairs/

Save Shortcut Cancel Click Save Shortcut

Enter Link Title

Enter Link URL

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**.

HSC / My Content /

My Shortcuts

Your request completed successfully.

Add New Shortcut

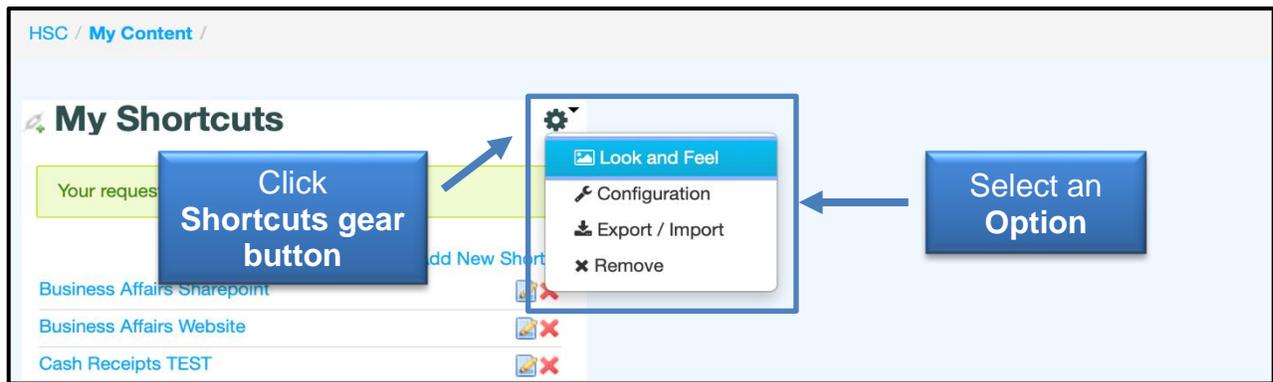
Business Affairs Sharepoint		
Business Affairs Website		
Cash Receipts TEST		
Chrome River - PCard TEST		
Contracting AR TEST		
Contracting TEST		

Click Link Name

Manage My Shortcuts Portlet

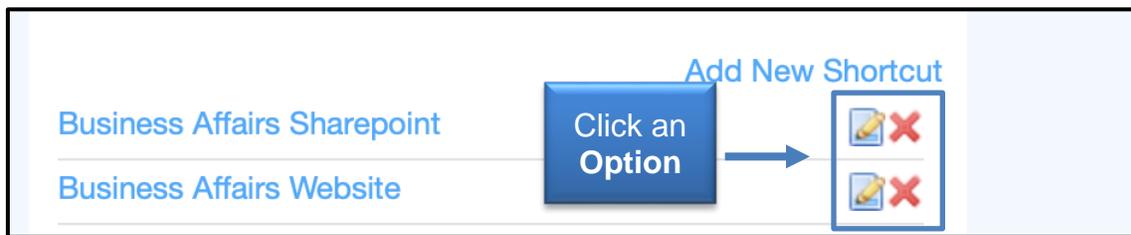
Four options are available from the Shortcuts gear button. These options provide the following functions for Shortcuts:

- **Look and Feel:** Adjust text, background, and border style customization, along with other advanced styling and configuration for each portlet.
- **Configuration:** Share and save My Shortcuts with other platforms and people.
- **Export/Import:** Export the My Shortcuts links list.
- **Remove:** Permanently 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, contact Finance Systems Management at fsm@ttuhsc.edu.