

MyMC Redesign

Customizing the HomePage for Employees and Faculty

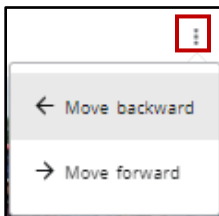
This job aid will provide instructions on how to customize your MyMC homepage.

Customize the HomePage

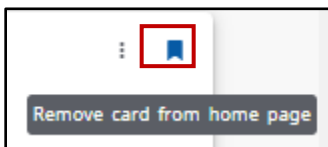
1. To move the card location to another location on the screen, click on the card and drag it to the desired location.

Note- Some cards cannot be moved and are locked by the Office of Information Technology.

2. To move the card backward or forward, click the three dots at the top right of the card. Then, click the option to move the card in the desired direction.

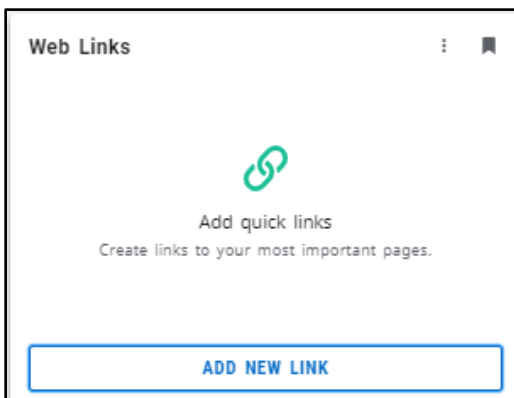


3. Click the bookmark icon to remove the card from the home page.

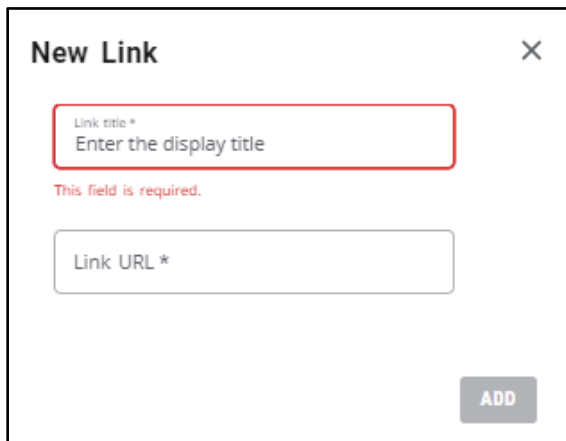


Add Web Links

1. The Web Links card allows you to add your frequently used web links to this card.



2. Click the **Add New Link** button. Enter the Link title and the Link URL, and click **ADD**.



New Link [Close]

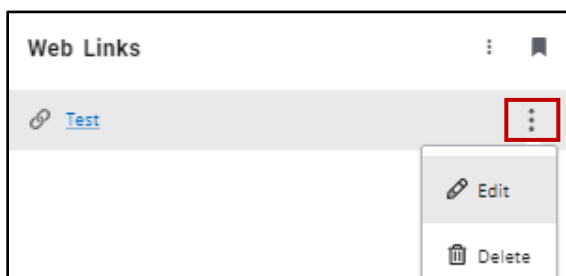
Link title *
Enter the display title

This field is required.

Link URL *

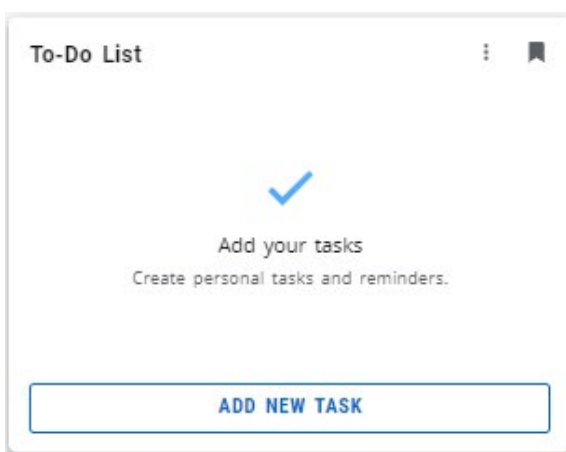
ADD

3. The link will appear in the Web Link list. Click the link's three dots to edit or delete the link.

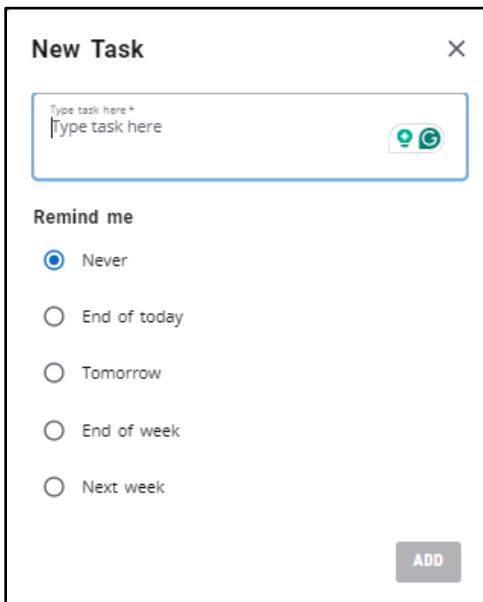


Create a To-Do List

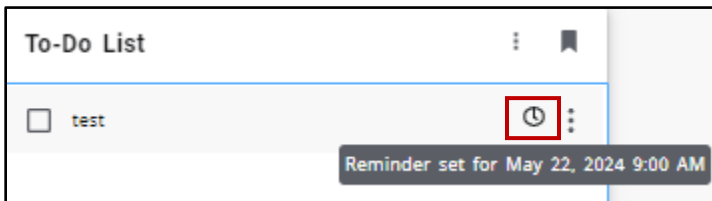
1. The To-Do List card allows you to create personal tasks and reminders.



2. Click the **Add New Task** button. Type the task in the text box. Select when you want to be reminded of the task. Then, click **ADD**.



3. The task will appear in the To-Do List. Click the task's clock to view the reminder for the task.




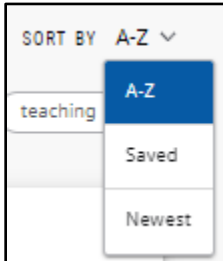
4. Click the task's three dots to edit or delete the task.



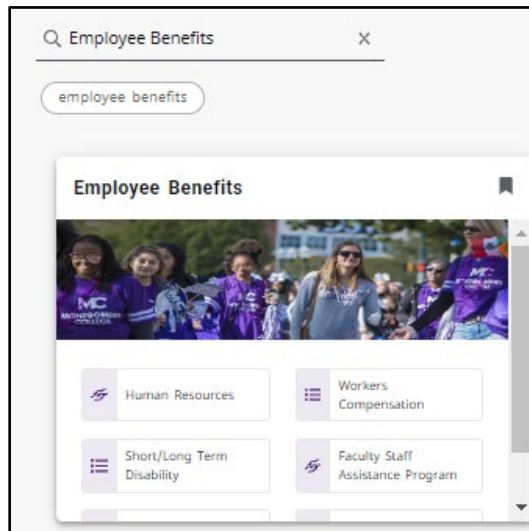
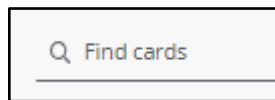
5. Once the task is complete, click the task check box, and the task will automatically be removed from your to-do list.

Search for Additional Cards

1. To add more cards to your Homepage, click the  button at the bottom of the page. All available cards will appear.
2. To sort the cards, click the **Sort By** drop-down arrow and select an option.



3. To search for a card, type the card or function you are looking for in the **Find Cards** search bar. If an option appears, click on it, and the associated card will appear.



4. To search by tags, click a tag to show the cards associated with the tag.

