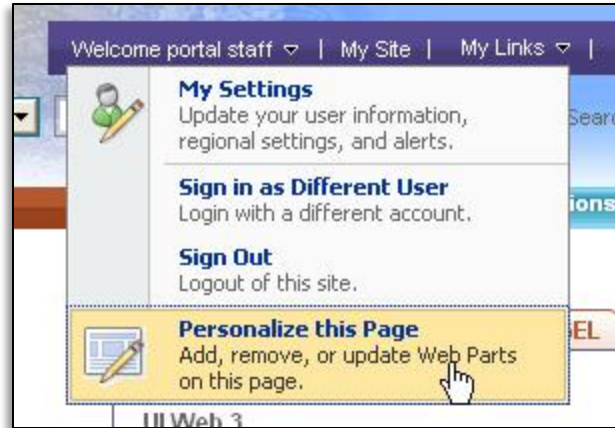


## MYSJC PORTAL – PERSONALIZING YOUR PAGE

The *Personalize this Page* option makes a copy of the standard page that everyone sees and allows you to rearrange the web parts on your personal page to suit your needs. After creating a personal page, you will see your personal page each time you log into the Portal. You have the option of viewing the standard page at any time or deleting your personal page, thus returning to the standard view each time you log into the Portal.

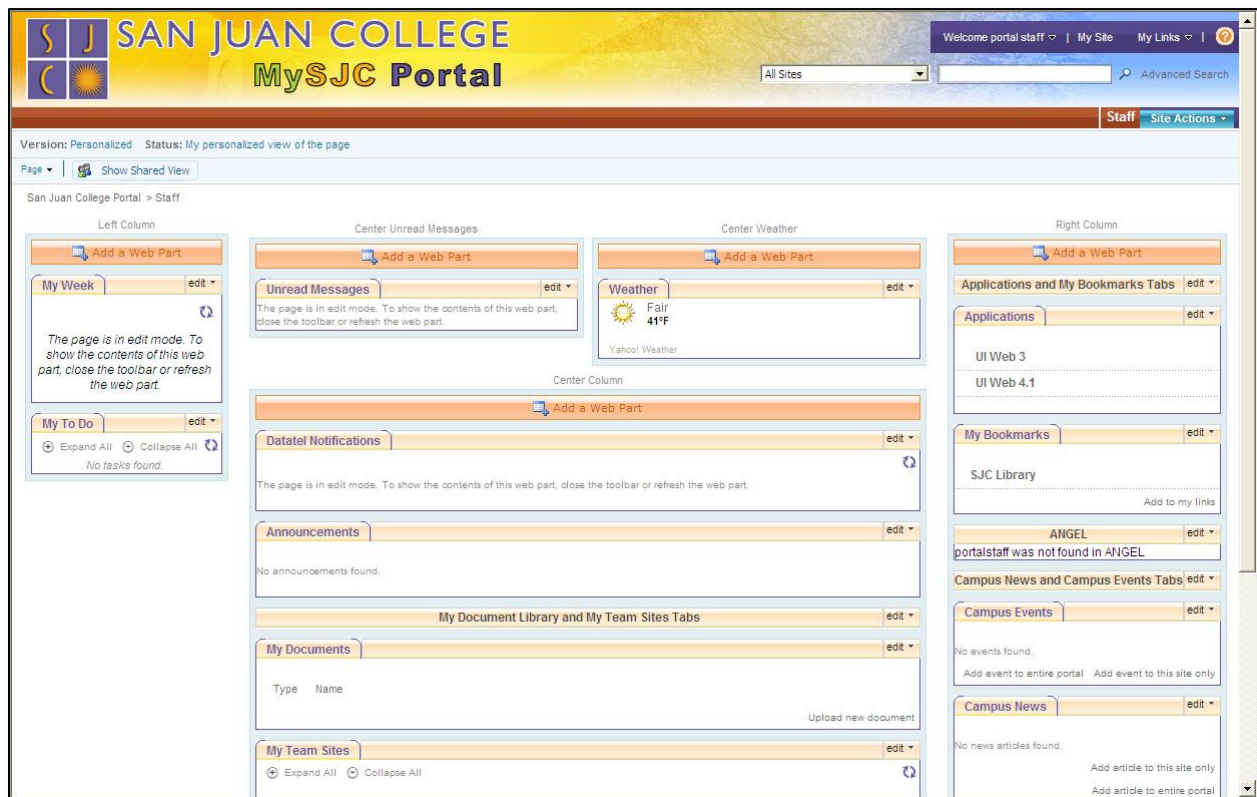
To create a personal page, click the *Welcome User Menu* and then pick the *Personalize this Page* option from the dropdown list.



This will put the page in edit mode (shown below). While in edit mode you can:

- Rearrange web parts within a column or tabbed container
- Move web parts to a different column
- Change the properties on a web part

Each option will be discussed in greater detail in the remaining sections of this document.



## REARRANGE WEB PARTS WITHIN A COLUMN OR TABBED CONTAINER

1. Click on the heading



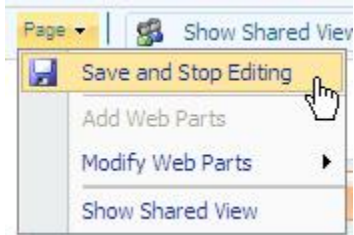
2. Click and Drag



3. Drop



4. Save your changes



5. Your new page

