The new Portal platform allows users to both view any information they need and create custom pages displaying only the information they want to see. This demonstration will cover setting up your custom page.

Step 1.

Open your web browser and navigate to portal.semo.edu

Step 2.

Enter your SE Key and Password and click the Sign In button.

Step 3.

Click on the Go To menu and click the My Private Pages option.
Step 4.

This is a custom page. To add content click the **Add** menu button and click **More…**

Step 5.

From the categories that were displayed, drag and drop the portlets onto the page. This will allow for complete customization of the page.

*Note: This is an example page with the announcement portlet*
Step 6.

The manage button allows for customization of the details, layout, and content of the page. This button can also be used to add another page.

Step 7.

Both the Page and Page Layout buttons (above) will take you to the following window. The Details section within can be used to rename the page and give it a URL that can be used to access it directly.
Step 8.

The **Page Layout** section will allow for changes to the layout of the custom page’s portlets.

*Note: When adding Portlets to the custom page, they will conform to the specified layout.*