
Create a Portal Tab

In this example, you will create a tab and put a bookmark on that tab.

1. Login to myUFL
 - Open an internet browser
 - Navigate to my.ufl.edu
 - Click the Access myUFL button
 - Enter your GatorLink username and password
 - Click the Login button
2. Click the **NavBar > Main Menu > Enterprise Reporting > Access Reporting**
3. Click the **New Page** button.
4. Enter a name in the **Name** field.
5. Click the **Next** link.
6. Click the **Number of columns**.
7. Click the **Column width** list for each and select the % from the list.
8. Click the **Add** link.
9. Click the **Cognos Utility** link.
10. Click the **Bookmarks Viewer** option.
11. Click the **Add** button.
12. Click the **OK** link.
13. Click the **Next** button.
14. Click the **Add this page to the portal tabs** option.
15. Click the **Finish** link.
16. Click the **My Portal Tab** link.
17. Click the **Edit** button.
18. Click in the **Title** field and enter a title, for this example, enter **Bookmarks**.
19. Click in the **URL** field.
 - Navigate to where you would like a shortcut
 - Click in the URL field
 - Right-click and select Copy

20. Press **[Ctrl+V]** to paste the URL.
21. Click in the **Aliases** field.
22. Enter "**Shortcut to FIT**".
23. Click the **OK** button.
24. Click the **Shortcut to FIT** link.
 - The **Shortcut to FIT** link opens a new browser window with designated web page displayed.

If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu