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