One of the tools offered on the Toolbox is the ability to take your long URLs and create short URLs that you can share with others.

[Note: The short URL tool is only available to faculty and staff in the Toolbox.]

Plan your short URL

There is a trick to creating good short URLs with the Toolbox. Always attempt to accomplish two things in your choice of short URL names:

- Make the name as short as possible.
- Make the name specific to where you are directing your audience.

For example, the word or words that you place in your short URL will define the form, website, etc. that your audience will view when the link is clicked. If you name your short URL “http://go.uis.edu/myveryspecialwebpageaboutshoes”, you will be defeating the purpose of a short URL. Also, if you create a short URL named “http://go.uis.edu/uiswebsite” that links to a website for a specific department, your link is not only lacking in the correct description, it is taking a short URL away from the university that might be better put to use in another place.

Note: If Short URLs that are too general and could be used by the university as a whole are found, you will be contacted and we will help you to re-create them.

A good example would be creating a short URL to the Biology website, in the students section. Your Short URL could be “http://go.uis.edu/biologystudents”.

Create your short URL

1. Go to https://illinois.edu/toolbox, choose University of Illinois Springfield, and log in with your NetID and password.
2. In the left navigation choose Short URL.
3. Click on the Create tab.
4. Make sure go.uis.edu is chosen.
5. Click the Continue button.
6. In the **Short URL** field, place only the word or phrase for the end of the Short URL (e.g. “biologystudents”). Don’t enter go.uis.edu. That part is added automatically.

7. On the General tab, in the **Long URL** field, enter the URL you would like to shorten. (Copying and pasting the long URL here is a good idea and will save time.)

8. Enter a **description** for your short URL. This will help you to differentiate short URLs once you have created quite a few.

9. Click on the **Privileges** tab. Here you can add other individuals as Administrators of your short URL, or transfer ownership of the short URL. These tools are helpful if the creator is leaving the university or transferring to another department.

10. Choose the **General** tab and click on the **Save** button at the top.

11. Your newly made short URL will appear on the **My Short URLs** tab with options to edit it or delete it.

Share your new short URL with the world on your webpage, newsletter, printed materials, or in emails.