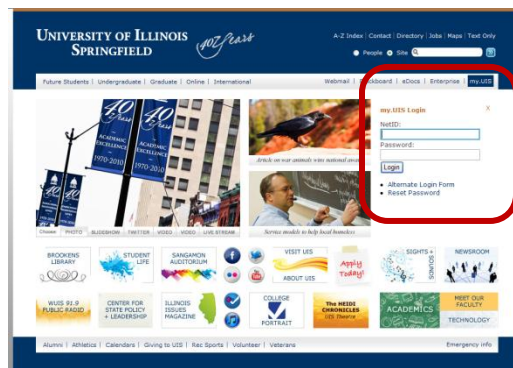


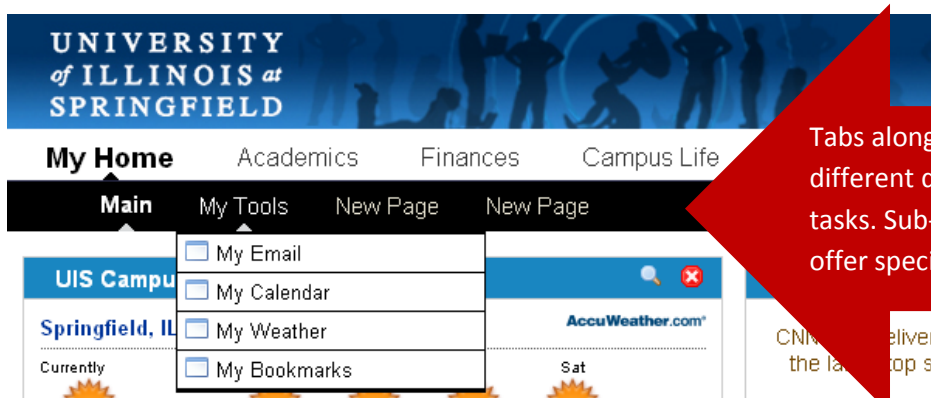
Introduction to my.UIS

This document provides instructions for customizing and navigating through the my.UIS portal. To access my.UIS, go to <https://my.uis.edu>, and log in with your NetID and Password. Or from the UIS home page, click the my.UIS tab and log in with your NetID and password.



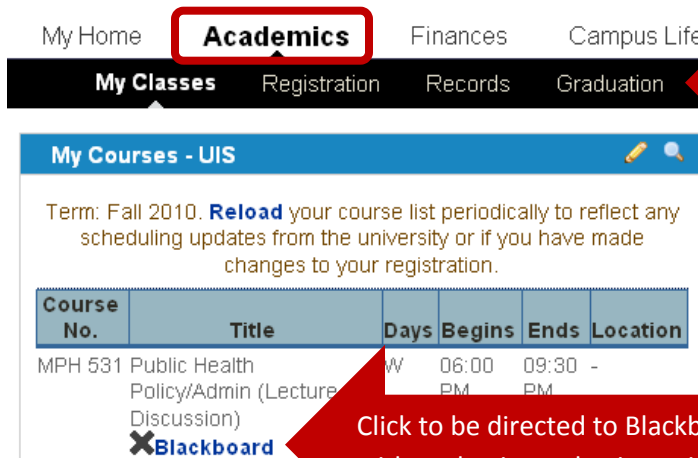
Navigating my.UIS

My.UIS is a portal that presents a variety of information to you in one single location. One of the best features of my.UIS is "single sign-on," meaning logging you into the portal automatically logs you into Blackboard, Self Service, and a variety of other university resources.



Tabs along the top allow you to select different destinations to complete tasks. Sub-tabs under each main tab offer specific resources.

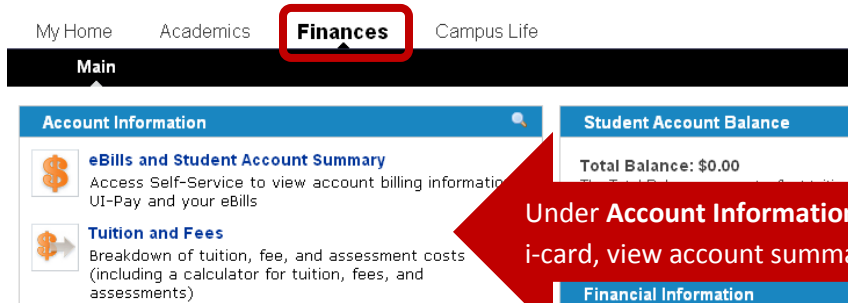
- Academics tab:



Navigate through sub-tabs to complete academic tasks

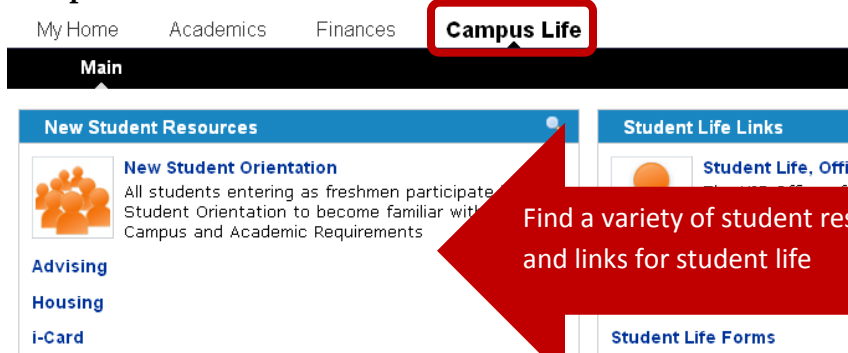
Click to be directed to Blackboard, without having to log in again

- **Finances tab:**



Under **Account Information**, you can add money to your i-card, view account summaries, and find financial services

- **Campus Life tab:**



Find a variety of student resources and links for student life

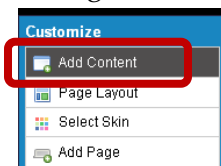
You will also have a tab for your specific college along the top toolbar which will link you to important information directly from your college.

Customizing your my.UIS

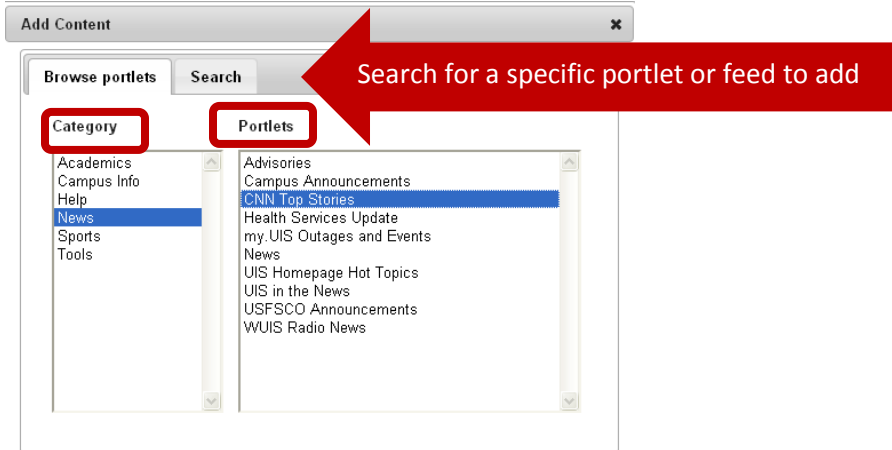
You are able to customize your my.UIS portal, and select what information is displayed and how it appears.

To add content and feeds,

1. On the **Main** page under the **My Home** tab, select **Add Content** in the **Customize** bar on the right of the screen.



2. Select a **Category** and choose a **Portlet**. Click **Add to my page**.

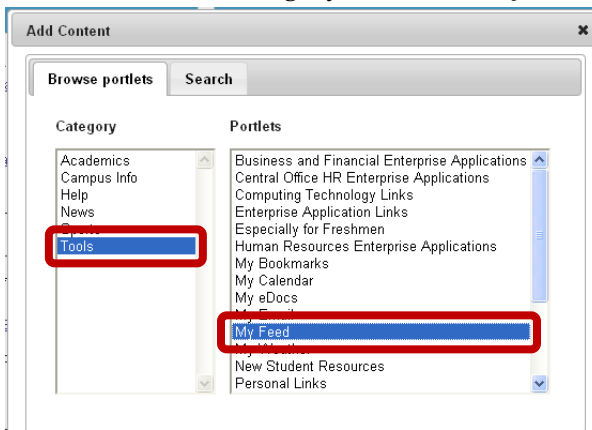


Portlet details

CNN Top Stories
CNN.com delivers up-to-the-minute news and information on the latest top stories, weather, entertainment, politics and more.



3. To add a specific feed to your page from a website that is not on the list of options, choose the **Tools** category, and click **My Feed** under Portlets. Click **Add to my page**.

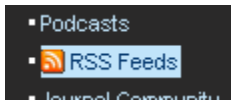


Portlet details

My Feed
Add your favorite syndicated feeds (RSS) by adding this portlet to your layout and specifying the feed url at the prompt.



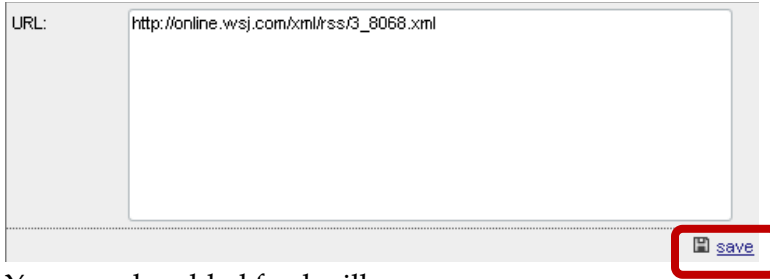
4. Look for an **RSS Feeds** link on the page you wish to add. This was found on the Wall Street Journal website under **Tools & Formats**.



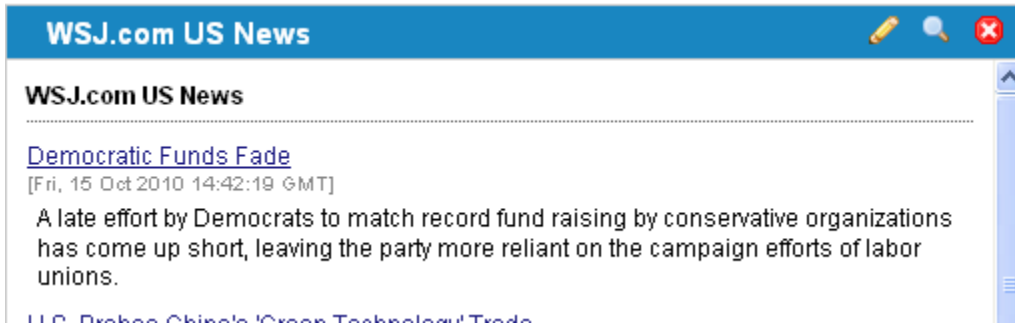
5. Click on the feed you wish to add, and they will provide you with the link.



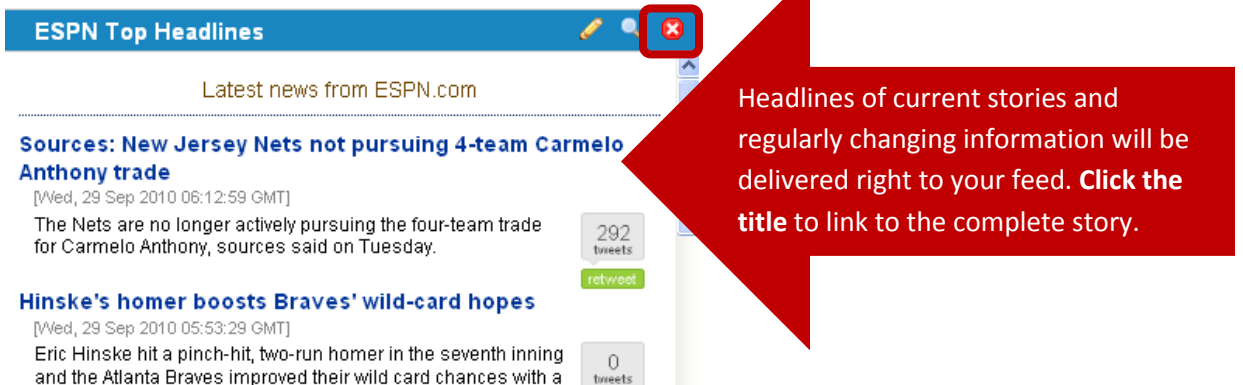
6. Paste the link into the URL box, and click **Save**.



7. Your newly added feed will now appear on your page.



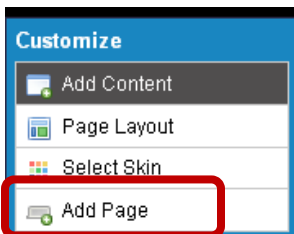
8. To arrange your portlet or feed differently after it appears on your page, **click** the blue bar along the top, and click and drag to the new location. To delete your portal, click the red X in the corner.



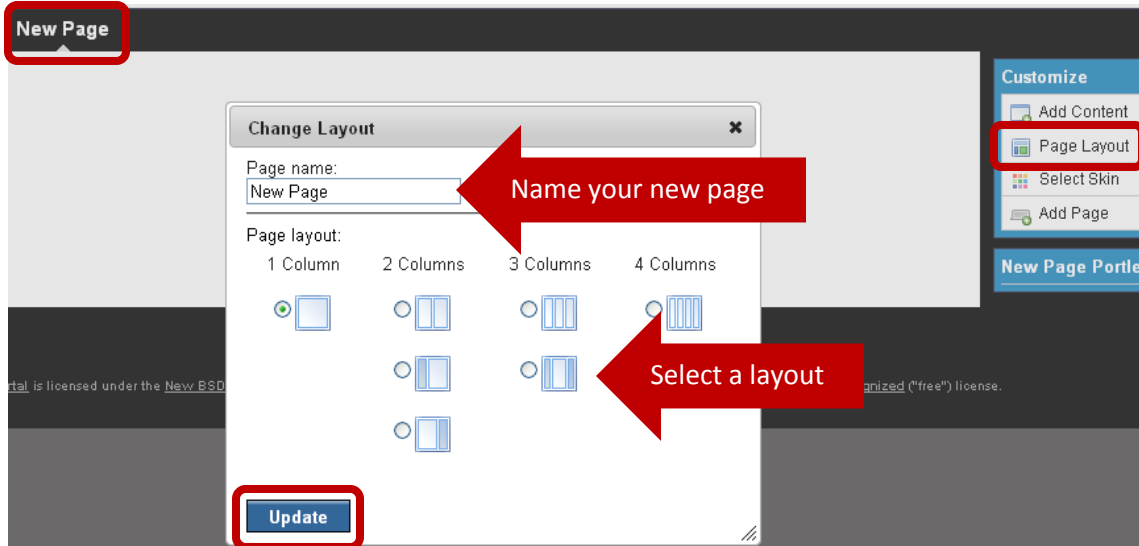
Adding pages under your **My Home** tab is a way to organize all your content and feeds.

To add a page,

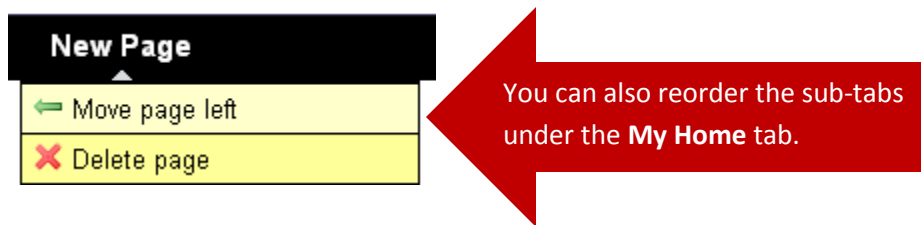
1. Under the **Customize** bar on the right, select **Add Page**.



2. Your new page will appear as a sub-tab on the top toolbar under the **My Home** tab. To edit your page, Select **Page Layout** under the **Customize** bar.

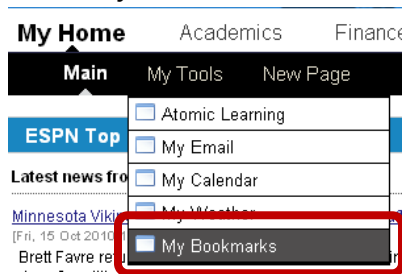


3. Add content to your page under the **Customize** bar as described above.
4. To delete your page, roll your mouse over the **tab of your new page**, and click **Delete page**.



To add Bookmarks,

1. On the **Main** page under the **My Home** tab, select roll your mouse over **My Tools**, and select **My Bookmarks**.



2. Click **Add Bookmark**.



3. Enter a **Name** for your bookmark, along with its **URL**. Click **Save**.

My Bookmarks

You have no bookmarks. Add folders and bookmarks to this

Name:

Url:

Note:

Open in new window

4. Your new Bookmark will now appear under your **My Bookmarks** portlet.

My Bookmarks

 [My Email](#)

5. If you would like to edit or delete your bookmarks, click **Show Edit**.

[Add Bookmark](#) [Add Folder](#)

6. You may now click the pencil to make edits to your bookmark, or the red X to delete it.

 [My Email](#)  

7. You can use the **Add Folder** button to create folders in which to organize your bookmarks.