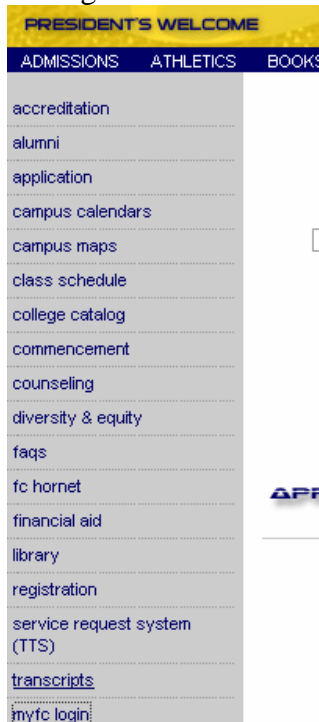


## Adding Portlets to your MyFC layout

- 1) Go to the Fullerton College Web Site, <http://www.fullcoll.edu>. Click on the “myfc login” link in the lower left-hand menu.



- 2) Using your FCNet Account, log into the MyFC portal. This is the same account that is used for email and logging into a campus computer.

A screenshot of the MyFC portal login page. The page has a dark blue header with the "myFC" logo on the left and the text "Welcome Guest! Today's date is 3/8/2006" on the right. Below the header, the main content area is white. On the left, there is a section titled "Welcome to MY FC, Fullerton College's Web Portal." followed by a paragraph: "MY FC is a web portal that provides the following services to students and staff members:". Below this is a bulleted list of services: Email Access, FC Community Forums, Memos, FC Event Calendar, Banner Profile, Chat, and Weather. On the right, there is a grey box titled "Welcome - Please Login". Inside this box, there is a message: "You must already have a FC Net account to access this campus portal." Below the message are two input fields: "FC Username:" and "Password:". At the bottom of the box is a "Login" button. In the background, there is a large, faint watermark of the Fullerton College seal.

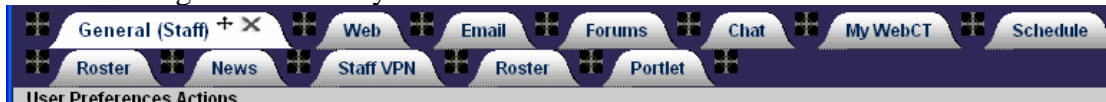
- 3) Once logged in, turn on your user preferences by clicking on the “Preference” button in the upper right hand corner. By turning on the preferences you can do a number of functions, such as: add new tabs, add new columns, and add content (portlets) to your layout.



- 4) Once the preferences option has been clicked on, you will get a number of new actions which are located under your tabs and that can be executed.



- 5) To add a new tab, I click on “New Tab” from the Preferences Actions.
- 6) The portal displays a set of target icons. You can click the location of your new tab. I will place it at the end of my tabs, after the “Portlet” tab on my layout. Click on the target icon where you want the new tab.



- 7) An unnamed tab will appear in the location. You can change the name by typing a new name in the textbox and clicking on the enter icon next to the textbox. I will rename my tab to “Alumni” and click on the enter icon.



(before)

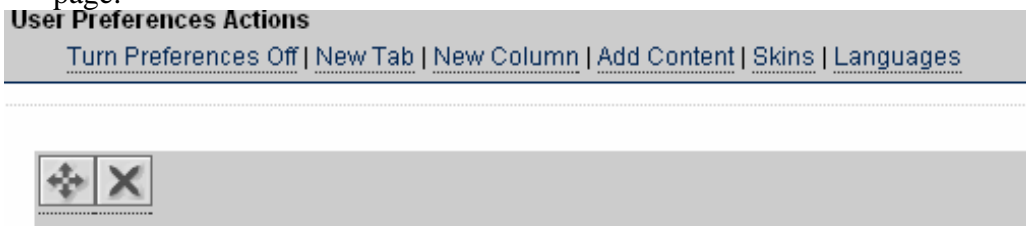


(renamed)

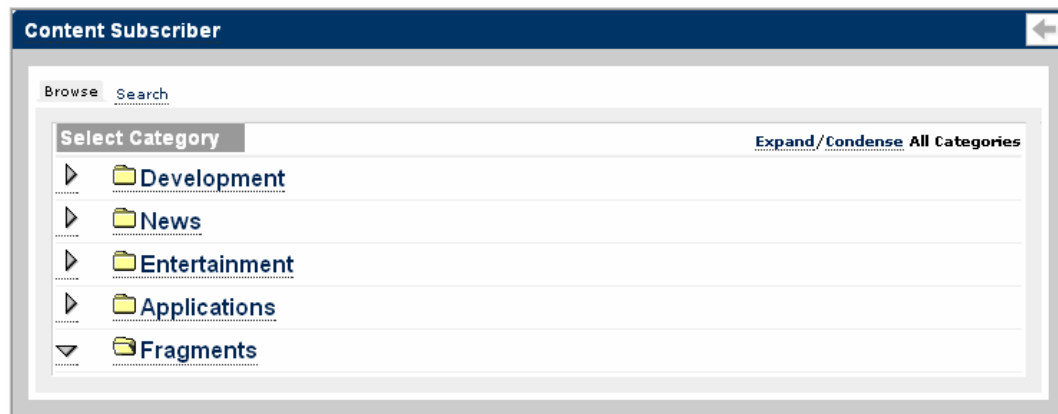
- 8) From the Preference Actions, click on add “New Column”. The portal will display a placement icon, denoting the possible locations that the new column can be placed. Since I don’t have any columns on this tab, it only has one placement icon in the center of the tab. Now I click on the placement icon (the orange image in the center of the page).



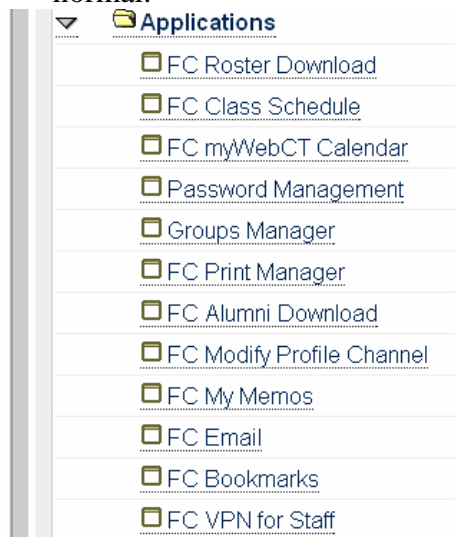
9) Once the placement icon is clicked, the column will appear in the center of the page.



10) To add a new portlet to your tab, click on “Add Content” action from the User Preferences Actions and the portal will display a list of portlet categories. In my case, I know the particular portlet I’m looking for is listed under the Applications category. Click on the arrow next to the “Applications” category to get a list of all the portlets in that category.

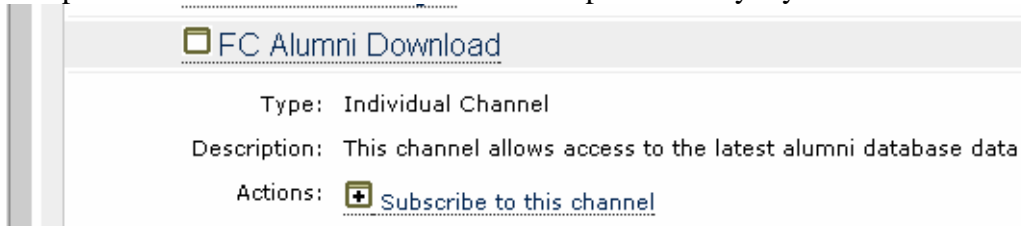


11) The portal now displays a list of all the portlets in that category and that you have access to. Note: all portlets are not accessible by everyone, thus there is a chance that your colleague can view a portlet that you don’t have access to. This is normal.

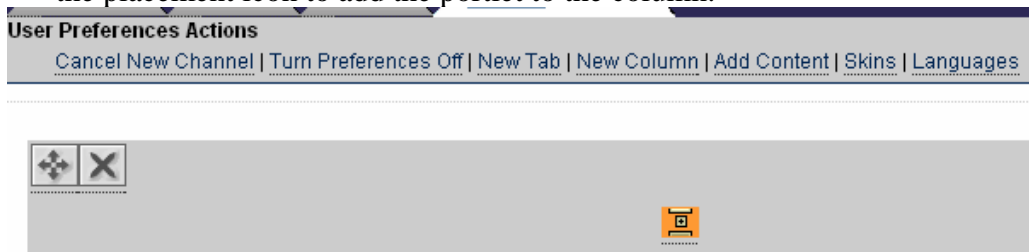


12) From this list of portlets, I want to add the “FC Alumni Download” portlet to my layout. So I click on “FC Alumni Download”. You can select a portlet you’d like to add.

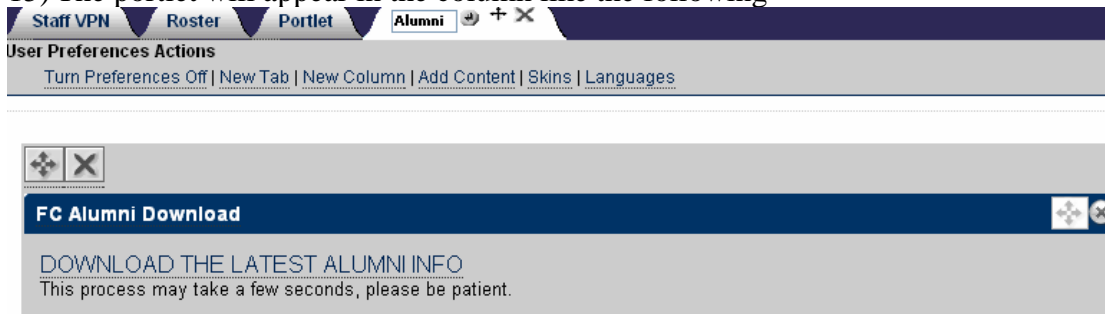
13) The portal now asks if I want to subscribe to the channel/portlet. I click on the “plus” icon next to the Actions to add the portlet to my layout.



14) In the new tab and column you should see another placement icon. I will click on the placement icon to add the portlet to the column.



15) The portlet will appear in the column like the following



16) I need to “Save” the changes. From the upper right hand menu, I click on the “Save” button and wait for the page to refresh.



17) My layout has a new tab, a new column in that tab and new content, a portlet, in the column. Now I can turn the preferences off. I click the “Off Preferences” button from the upper right hand menu.



- 18) The portal will hide your preference actions and some of the options from the upper menu. Congratulations! If you followed a long, you should now have a new tab, column, and a portlet in your layout.
- 19) Note that some tabs and columns cannot be modified. They are generated and pushed to you from the portal. You may only modify tabs and columns that you have created in manner mentioned in this document. Enjoy!