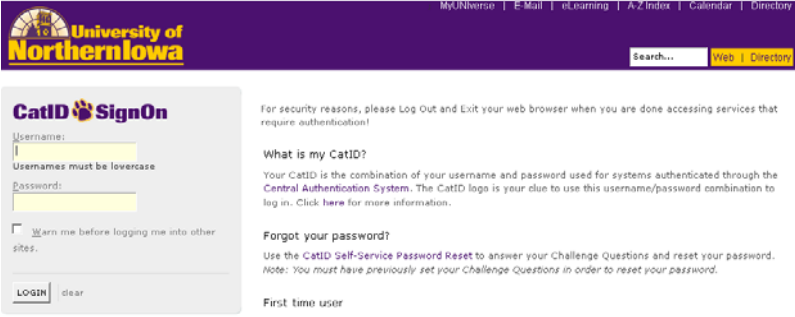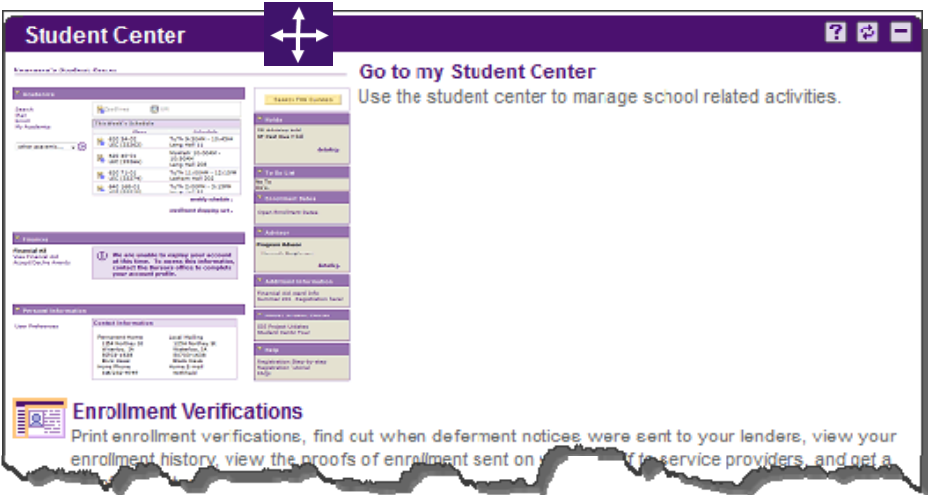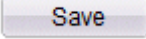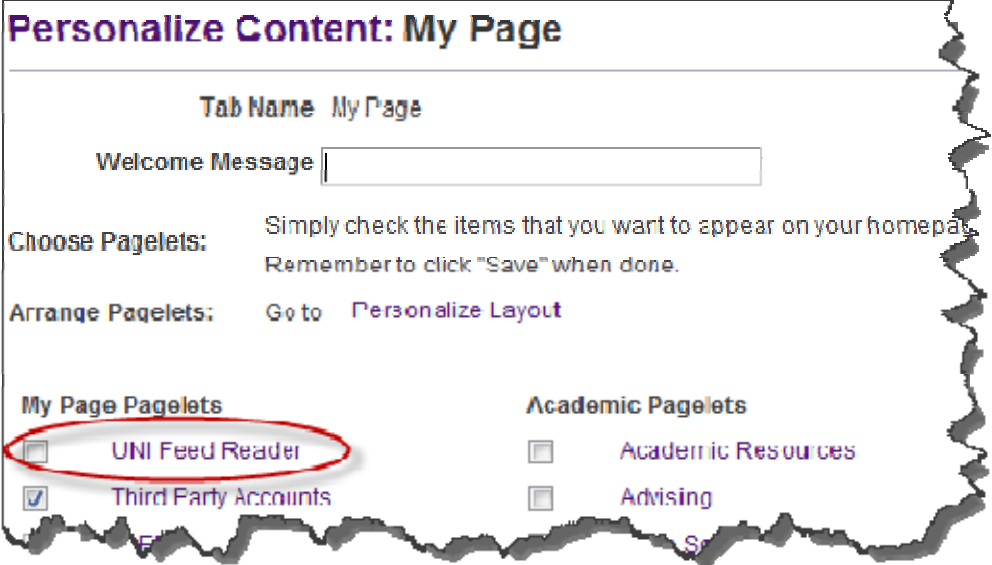University of
NorthernIowa

Customizing your My Page

Purpose: The following instructions describe how to move and add pagelets to your *My Page* tab in **My UNIverse.**

Step	Action
1.	Access and log into **My UNIverse**.
2.	Hover over the purple title bar of the pagelet you wish to move, until you get the **cross-bow icon**. Then drag and drop the pagelet to the desired location. *TIP:* You may also move the pagelet location by using the **Layout** link at the top left of the *My Page* tab.
3.	If you do not see the pagelet displayed on the *My Page* tab, scroll all the way down the page. If you still do not see the pagelet, select the **Content** link at the top left of the *My Page* tab.

Step	Action
4.	Select the pagelet you wish to display on the *My Page* tab and click the **Save** [Save] button at the bottom of the page. **Personalize Content: My Page** Tab Name My Page Welcome Message Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when done. Arrange Pagelets: Go to Personalize Layout **My Page Pagelets** **Academic Pagelets** ☐ UNI Feed Reader ☐ Academic Resources ☑ Third Party Accounts ☐ Advising *Note:* This adds the pagelet to the bottom of the My Page tab. Follow instructions in step 2 to move the pagelet.