



How to Add Links to Your MY PERSONAL LINKS CARD

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This document provides instructions to add favorite links to the “My Personal Links” card on the RamPortal home page.

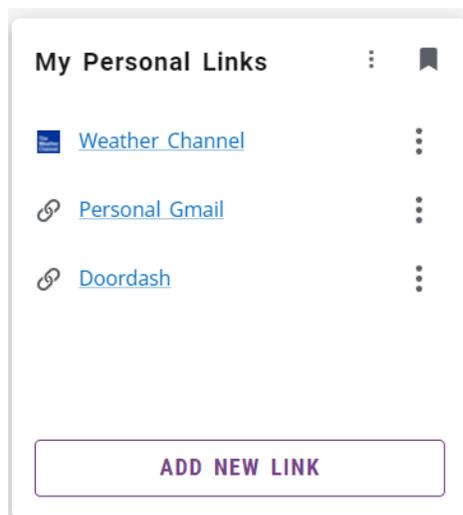
NAVIGATION

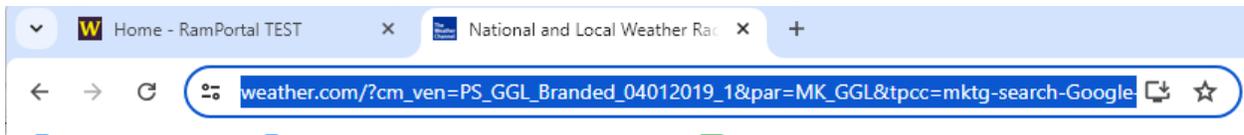
- Log in to the RamPortal home page dashboard using your WCU Single Sign On (SSO) with this link: ramportal.wcupa.edu.
- Locate the “My Personal Links” card. If you do not see the card on your RamPortal home page, it might be on your “Discover More” archive page. Instructions to “Search for Cards” can be found on the [RamPortal Home Page Navigation.docx](#) document.

ADD LINKS TO YOUR MY PERSONAL LINKS CARD

Frequently used links can be added to your “My Personal Links” card.

- To add a link, in a new tab, go to the webpage you wish to link, then and click on the URL address so the address is highlighted.





- Copy the address either using “Ctrl + C” for Windows, or “Command +C” for Mac users, or right click and choose “Copy”.
- Navigate back to your “My Personal Links” card and choose “Add New Link”.
 - Add the Link Title as you would like it to appear the card
 - Paste the URL in the “Link URL” field by either using “Ctrl + V” for Windows or “Command + V” for Mac users, or right click and choose “Paste”.
- Then, click “Add”.

A screenshot of a "New Link" form. The form has a title "New Link" and a close button "X". It contains two input fields: "Link title *" with the placeholder text "Enter the display title" and a red border, and "Link URL *". Below the first field is a red error message: "This field is required.". At the bottom right of the form is a grey "ADD" button.