



How to Add Links to Your MY PERSONAL LINKS CARD

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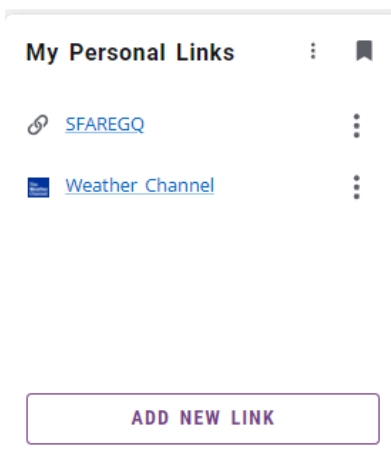
This document provides instructions to add favorite links to the “My Personal Links” card on the RamPortal home page.

NAVIGATION

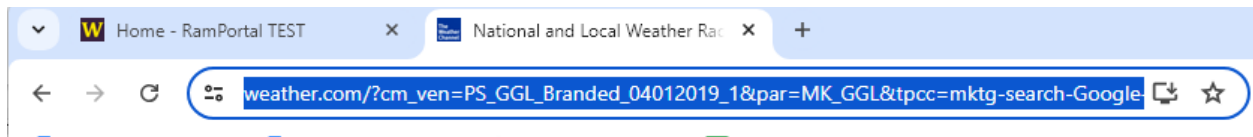
- Log in to the RamPortal home page dashboard using your WCU Single Sign On (SSO) with this link: ramportal.wcupa.edu.
- Locate the “My Personal Links” card. If you do not see the card on your RamPortal home page, it might be on your “Discover More” archive page. Instructions to “Search for Cards” can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

New Link

Link title *

Enter the display title

This field is required.

Link URL *

ADD