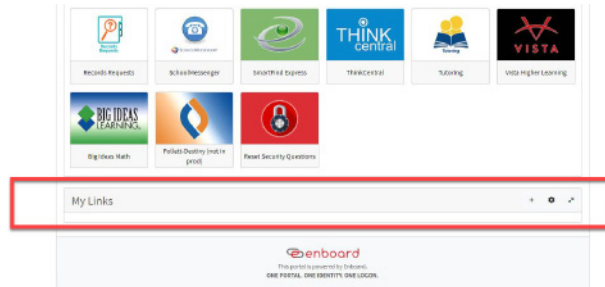


Managing My Links in MyNISD SSO Portal

My Links in the MyNISD SSO Portal allows you to create shortcuts to websites outside of the portal.

Add a Shortcut to My Links

1. From the *MyNISD SSO Portal* home page, scroll down to **My Links**.



2. In the *My Links* section header, click the **Plus Sign**.
3. In the *Shortcut Title* field, create a **shortcut title** for the new link.

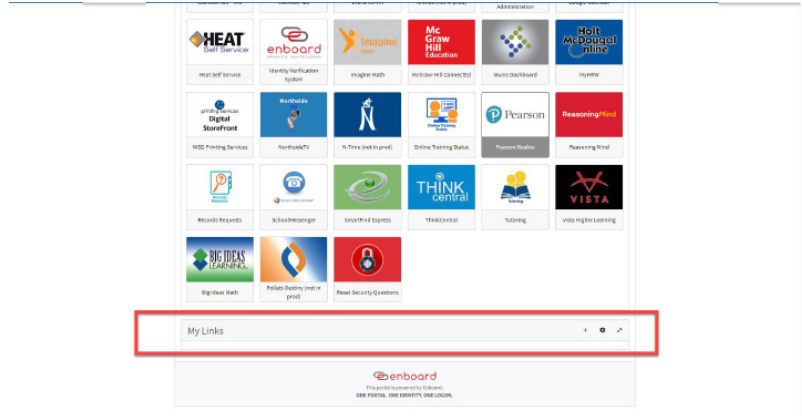
NOTE: This will be the name displayed on your *MyNISD SSO Portal* home page.

4. In the *URL* field, type or paste the URL to the site you wish to link.
5. In the *icon* section, select an icon for the link.
6. Click **Create**.

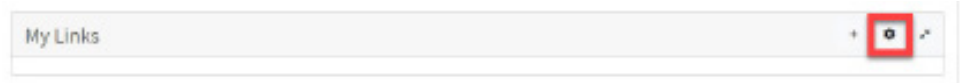
 A screenshot of the 'Add Link' form in the MyNISD SSO Portal. The breadcrumb trail at the top reads 'PORTAL > PORTAL MANAGER > MY LINKS > CREATE LINK'. The form includes a 'Custom' dropdown menu, a 'Shortcut Title' field with a red '3' next to it, a 'URL' field with a red '4' next to it, and an 'Icon' section with four icons: a hand holding a pencil (highlighted with a blue box), an open book, a pencil and eraser, and a magnifying glass (with a red '5' next to it). At the bottom, there are 'Create' and 'Back' buttons, with a red '6' next to the 'Create' button.

Delete a Shortcut from My Links



- From the *MyNISD SSO Portal* home page, scroll down to **My Links**.



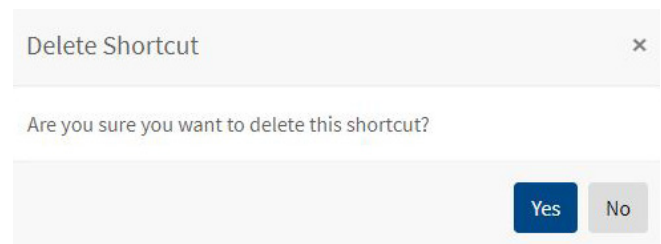
- In the *My Links* section header, click the **Gear**.



- Next to the link you wish to delete, Click **Delete**.

Shortcut Name	URL	
 Twitter	https://www.twitter.com	 Edit  Delete

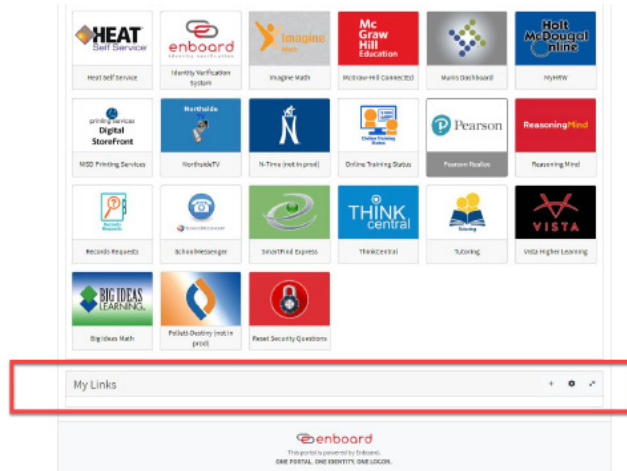
- Click **Yes** to confirm.



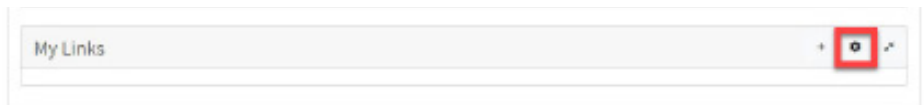
NOTE: You may also right-click on the link from the *MyNISD SSO Portal* home page and select **Remove Link**.

Edit a Shortcut in My Links

- From the *MyNISD SSO Portal* home page, scroll down to **My Links**.



- In the *My Links* section header, click the **Gear**.



- Next to the link you wish to edit, click **Edit**.

Shortcut Name	URL	
 Twitter	https://www.twitter.com	 Edit  Delete

- Make your desired edit, then click **Save** to confirm.

PORTAL > PORTAL MANAGER > MY LINKS > EDIT LINK


Edit Link


Shortcut Title


URL



Icon









 Save  Back