Personalise or Reset Your Dashboard

This guide outlines how a dashboard can be personalised including the reorganising of tiles. The document also provides steps to reset the dashboard back to default.

Personalise Your Dashboard

1. Login to the Portal @ [https://portal.ulster.ac.uk](https://portal.ulster.ac.uk) using your university EMAIL ADDRESS and network password (Office 365 credentials).

2. Go to the relevant Dashboard, i.e. Staff, Student and click Personalise at the top right corner.

3. Personalise Your Dashboard page is now displayed.

Using the scroll bar, you can use the various options to:
- Adjust the Tile Position
• Adjust the colour in Tile Gradient
• Enable/Disable a Tile Border
• Enable/Disable Tile Animation
• Select a different Theme

4. Within this page, you can also reorganise individual tiles. To do so, hover over a tile. A settings icon and crosshair should appear – see UniDesk tile below.

Using the left mouse button, click the tile and drag to a new position on the page. Other tiles will reorganise accordingly. See new location for UniDesk below.
5. When hovering over a tile, settings can be accessed by clicking the icon. A Customise Tile window is displayed

![Customise Tile Window](image)

Change the tile size, foreground/background colour then click OK.

6. Once all changes have been made to your dashboard, click the Save Changes at the top of the window.

![Dashboard with Customised Tiles](image)

Changes should now be reflected in your dashboard.
Reset Your Dashboard

7. Within the Portal, click **Personalise** at top of the screen

![Dashboard Image]

8. **Personalise Your Dashboard** page is now displayed. Scroll down the side and click **Reset Layout**.

![Dashboard Image]

9. A **Restore default layout** message is displayed, click **Yes** to confirm.

![Restore default layout]

Are you sure you want to restore the default layout? Any changes you have made will be lost.
10. Your dashboard has now been reset back to the default layout and the Portal returns to your home Dashboard.