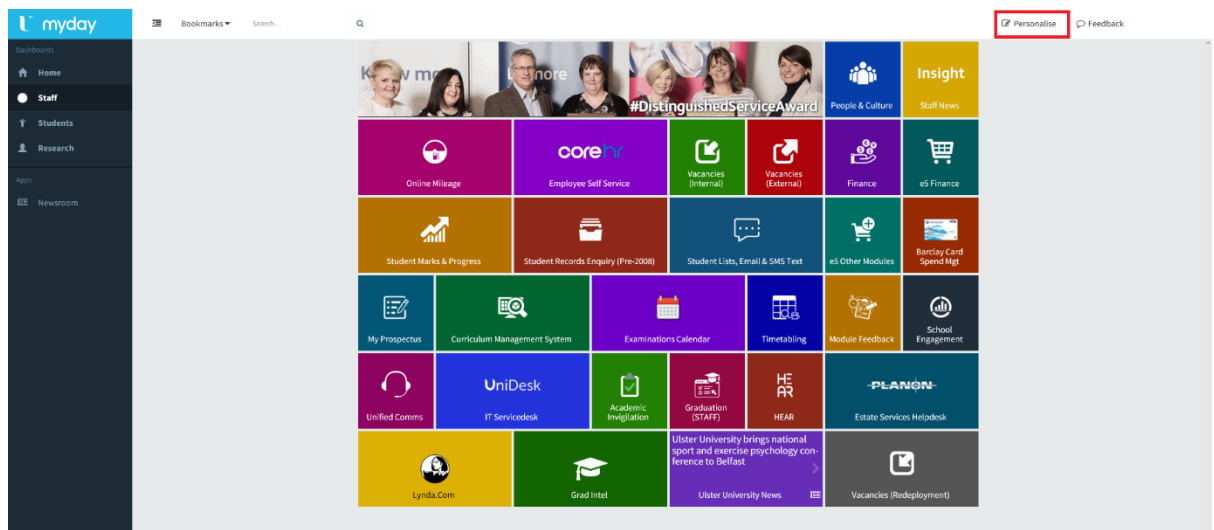


Personalise or Reset Your Dashboard

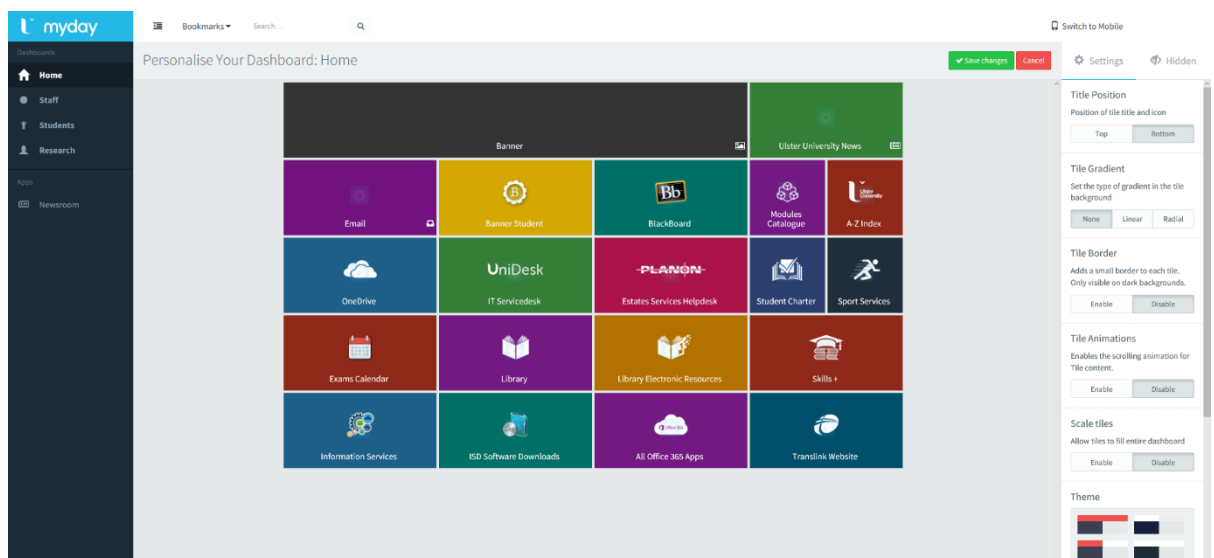
This guide outlines how a dashboard can be personalised including the reorganising of tiles. The document also provides steps to reset the dashboard back to default.

Personalise Your Dashboard

1. Login to the Portal @ <https://portal.ulster.ac.uk> 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.

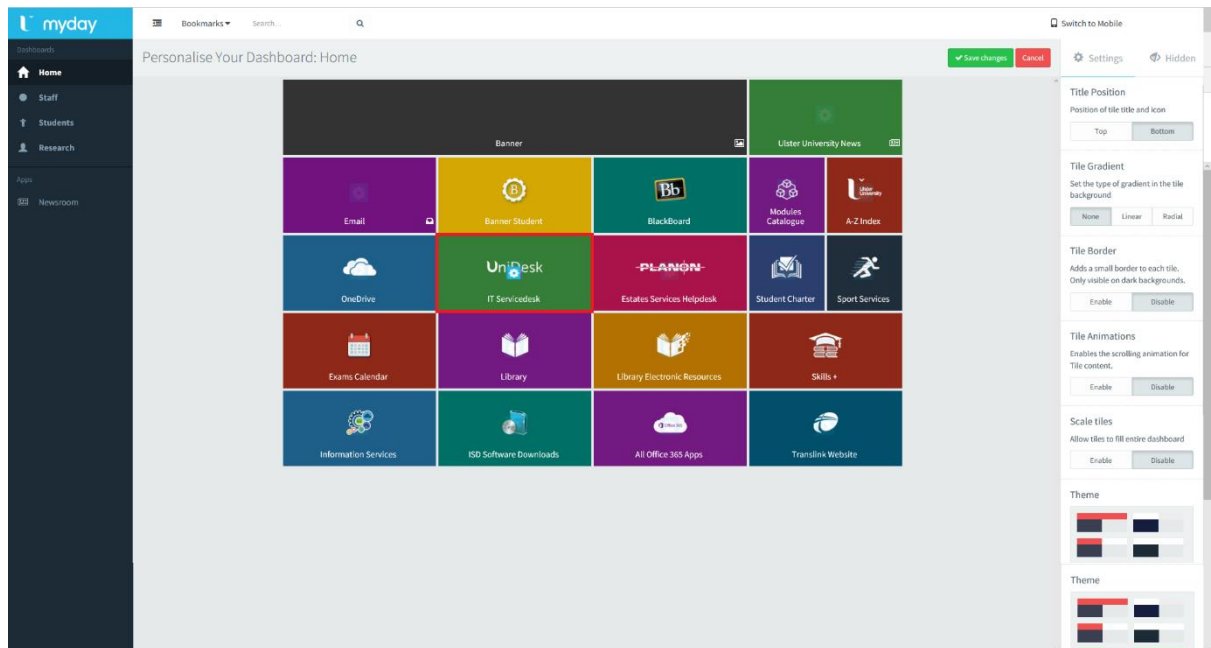


Using the scroll bar, you can use the various options to:

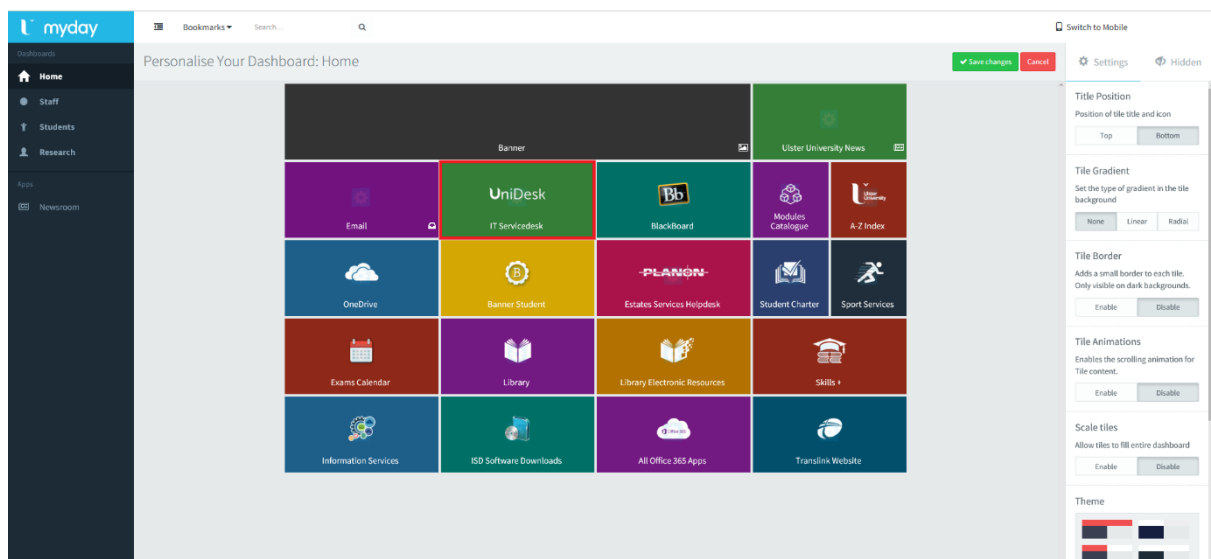
- Adjust the Tile Position


- Adjust the colour in Tile Gradient
- Enable/Disable a Tile Border
- Enable/Disable Tile Animation
- Select a different Theme

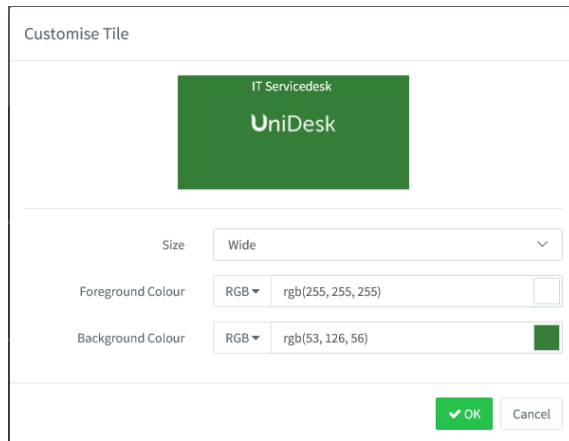
4. Within this page, you can also reorganise individual tiles. To do so, hover over a tile. A settings icon  and crosshair should appear – see **UniDesk** tile below.



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.



- When hovering over a tile, settings can be accessed by clicking the  icon. A **Customise Tile** window is displayed



Customise Tile

IT Servicedesk
UniDesk

Size: Wide

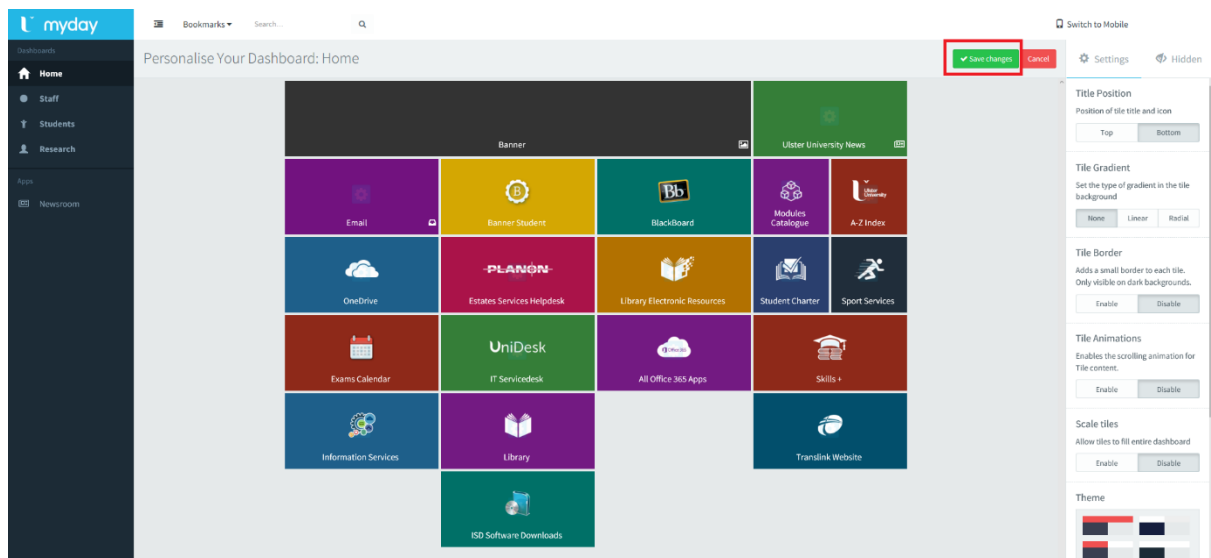
Foreground Colour: RGB (255, 255, 255)

Background Colour: RGB (53, 126, 56)

OK Cancel

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

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



myday

Personalise Your Dashboard: Home

Save changes Cancel Settings Hidden

Title Position: Top Bottom

Title Gradient: None Linear Radial

Title Border: Enable Disable

Title Animations: Enable Disable

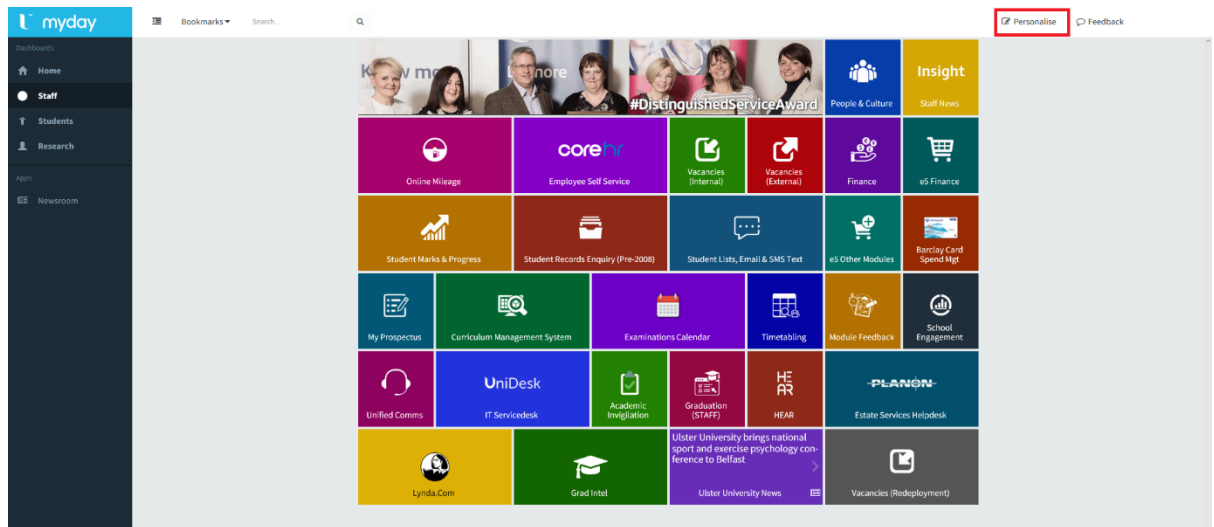
Scale tiles: Enable Disable

Theme

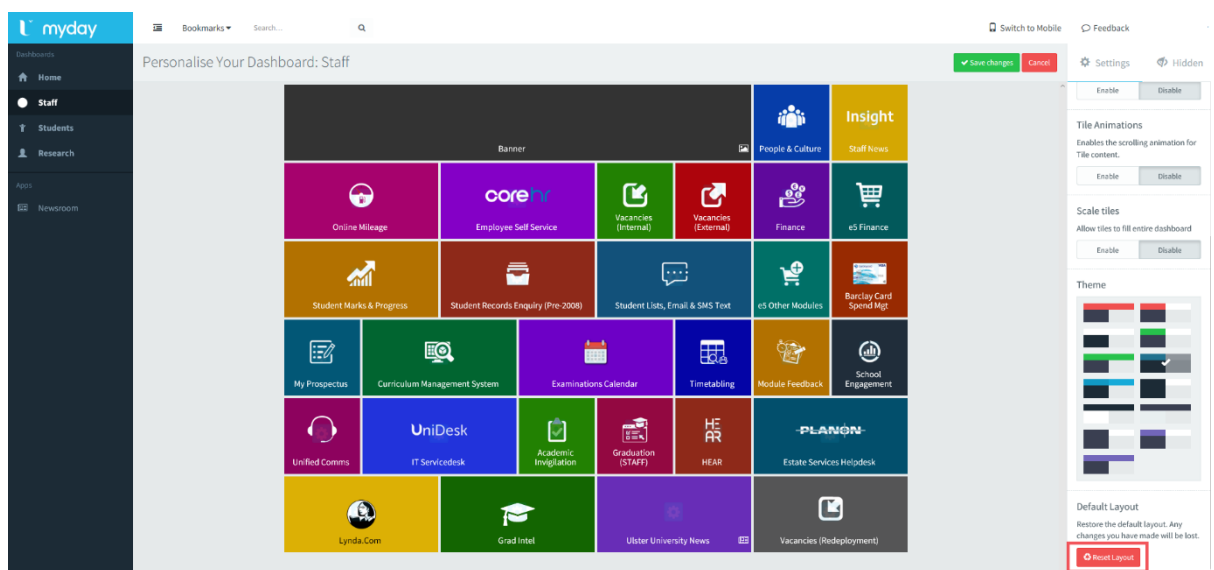
Changes should now be reflected in your dashboard.

Reset Your Dashboard

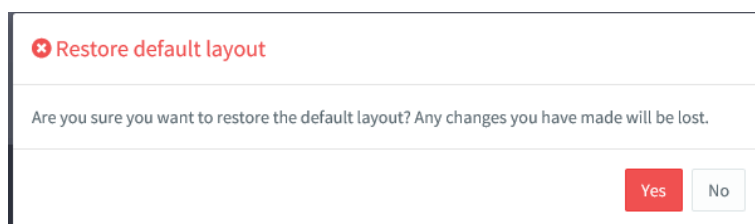
7. Within the Portal, click **Personalise** at top of the screen



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



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



10. Your dashboard has now been reset back to the default layout and the Portal returns to your home Dashboard.