

## Customizing Your UMB Icons

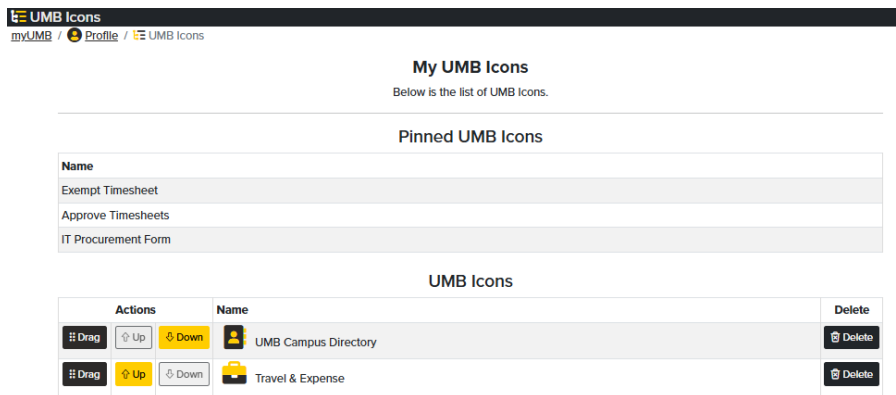
The myUMB portal is designed to be a “one-stop shop” to provide access to all systems, applications and news that are relevant to each specific user. To this end, a feature of the portal is that you can customize which icons appear in the UMB Icons widget.

### Customizing Your UMB Icons

Once in the myUMB portal, click the **My Setting (Gear icon)** to the right of the portal banner:



- Under **My Settings**, click the **UMB Icons** icon.
- **UMB Icons** is broken into 3 sections:
  - **Pinned – UMB Icons** – Icons in this section can not be removed from the widget.
  - **UMB Icons** – the icons that are presently in view in the widget on the home page.
  - **Add UMB Icons** – widgets that are available to be added to the portal home page.



### UMB Icons Section

In the UMB Icons section, you have the ability to:

- Use the **Drag** icon or the **Up** and **Down** icons to change the order the icons appear in the widget.
- **Delete** any icon from view that is not useful to you.
  - If Campus Portal admins add new icons and mark them to appear by default, you will have the ability to remove newly added icons after 14 days.

### Add UMB Icons Section

Icon in this section can be added by clicking **Add** to the left of the appropriate icon. Once added, it will appear under **UMB Icons**.

**IMPORTANT:** *Nothing is being deleted.* If an icon is accidentally “deleted”, or you later determine you do need the icon, it can always be added back into view.