

## myUMB Portal My Settings

The myUMB Portal is a modern and customizable application designed to be a “one-stop shop” to access all systems, applications, and news that are relevant to you personally. Each user of the portal has various tools available, which can be found under **My Settings**.

### Accessing MySettings

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



Once in My Settings, you will see the following icons:

- **Widgets** – ability to customize the widgets and links that appear on the home page.
- **UMB Icons** – ability to customize the icons that appear in the UMB Icons widget.
- **My Links** – ability to customize the My Links widget

For the above 3 items, view the appropriate job aid for further details on making customizations.

- **Reports** – provides information to help users identify who is responsible for each widget and/or link, including the best contact for each.
- **Settings** –
  - Color Scheme – can select Light (default) or Dark
  - Rows Per Page in Tables – change the default (10) for data that appears in the various tables under Widgets and UMB Icons.
- **Feedback** – users can enter comments, suggestions or issues in reference to the portal. The information will be sent to the Web Development group.
- **Help** – provides links to basic instructions on how to use the portal. This includes both job aids and video tutorials.