

To add CPDT Channel to myWings portal:

1. Access **mywings.unf.edu**.
2. Login with n#/password.



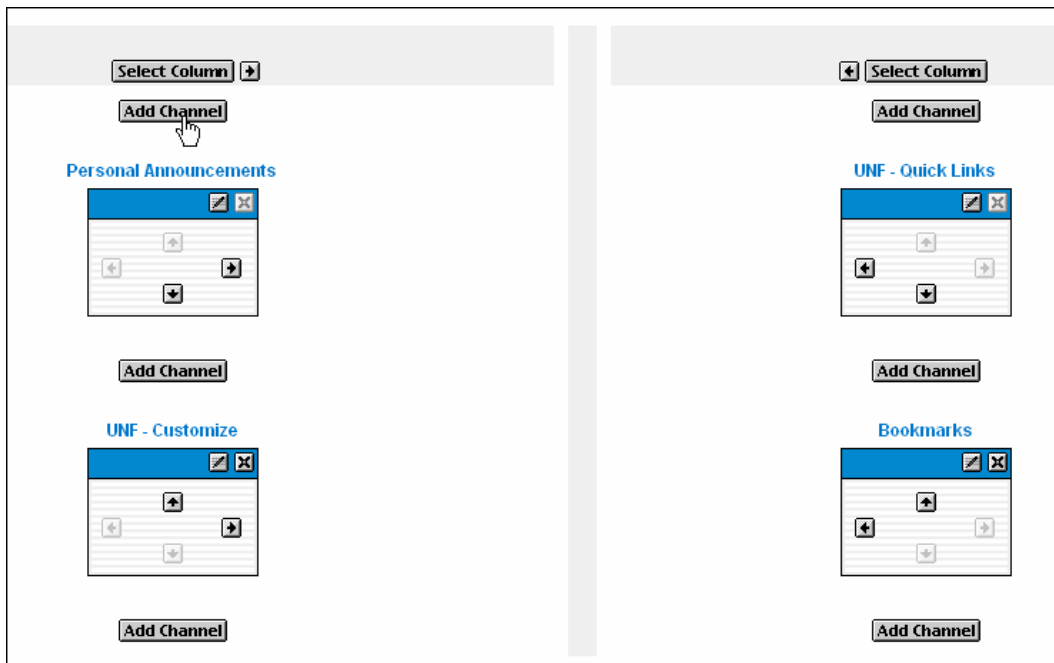
3. Click the **Customize** button in upper right corner of screen.



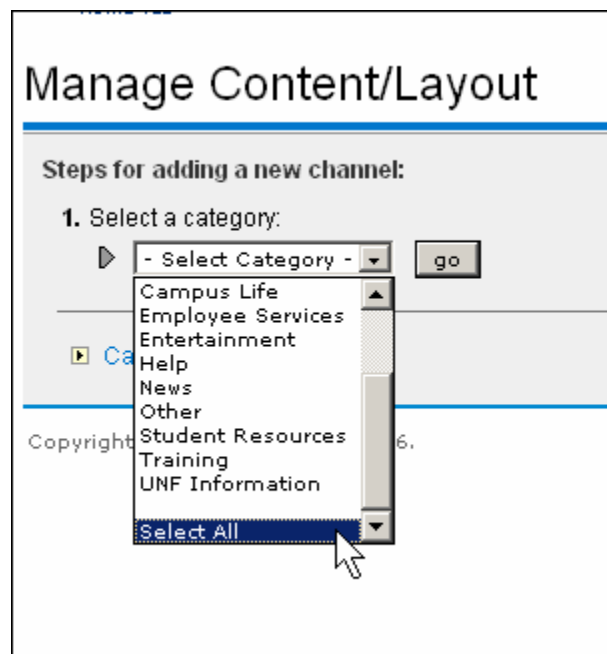
4. Select tab on which you would like to add the new channel.



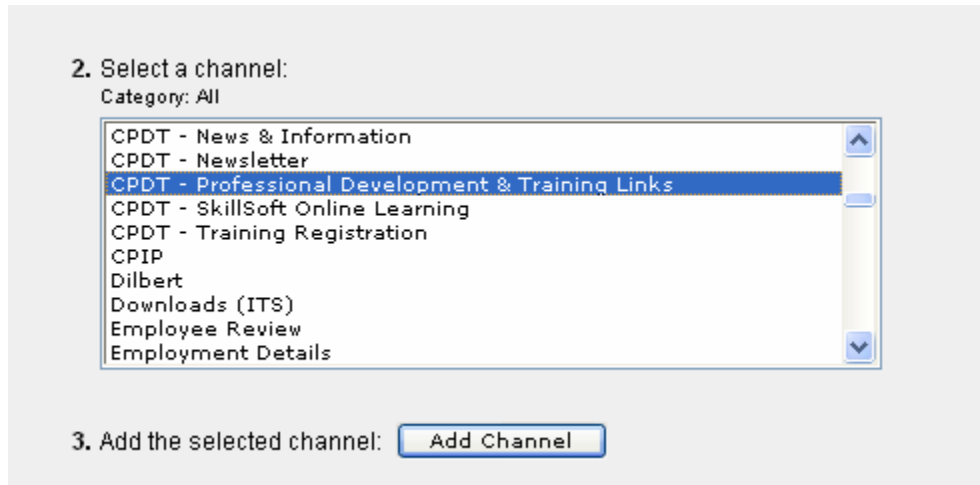
5. Click the **Add Channel** button within the desired column and at the desired location.



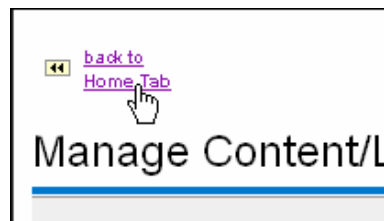
6. Choose **Select All** from the Select a category drop down box to see the largest selection of available channels.



7. Click “go” button to display available channels.
8. Scroll to find the desired channel and click Add Channel button. Select the latest CPDT channel **CPDT – Professional Development & Training Links**.



9. Click **Add Channel** button
10. Click back to **Home Tab** when finished.



11. Select appropriate tab and verify channel appears correctly.

