

# myWings Cheat Sheet



## What is myWings?

**myWings** is UNF's "web portal" because it provides a single point of entry to web-based services and timely information tailored specifically for and by you!

## Why should I use it?



The **myWings** web portal makes it easy for you to find and organize the information that meets **your** specific needs, when you need it, at UNF! This includes essential services such as **registration** and **financial aid for students**, and **payroll time entry** and **financial applications for employees**.

The portal comes ready for your use with **tabs** across the top of the page which organize **channels** of related information. However, feel free to change where and which channels appear under each tab by using the **Content/Layout** link that appears next to your name at the top left of the portal page. You can even create new tabs in which to add channels or even display a particular web site.

This "cheat sheet" explains how to **gain access to** and **personalize** your experience in myWings.

Login to myWings: <http://mywings.unf.edu>

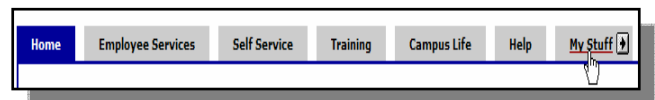
Username: UNF Network ID  
Password: UNF Network password

## To add a Channel:

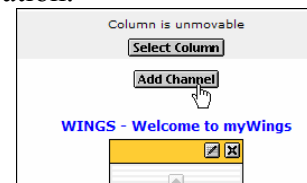
1. Click Content/Layout link in upper left corner of myWings screen.

**Content/Layout**

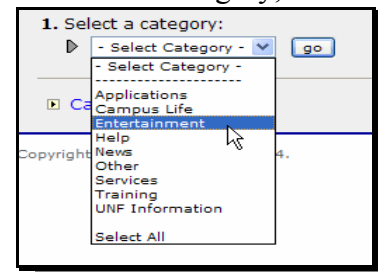
2. Click on name of Tab where you want Channel to go.



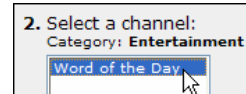
3. Click Add Channel button in desired location.



4. Select Channel Category, then click Go.



5. Select Channel.



6. Click Add Channel button.

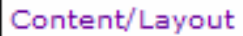
3. Add the selected channel: **Add Channel**

7. Click back to [Tab Name] link.

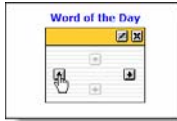


### To move a Channel within a Tab:

1. Click Content/Layout link.



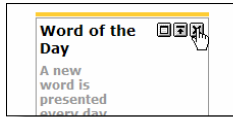
2. Click on arrow buttons on Channel to move it.



3. Click back to [Tab Name] link.

### To remove a Channel:

1. Click X in upper right corner of Channel you want to remove.



2. When prompted to remove channel, click OK.

### **Important Contacts:**

ITS Support Center  
(Technical Support) ..... 4357  
CPDT (Training) ..... 1707



ITS Support Center website:  
<http://www.unf.edu/dept/its/support/>  
CPDT website:  
<http://www.unf.edu/dept/cpdt>

### To add a Tab:

1. Click Content/Layout link.



2. Click Add New Tab button.



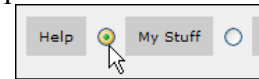
3. Name Tab.

1. Name the tab:   
2. Select the type:

4. Choose Tab type (“traditional” to add channels, “framed” to made web page of URL appear in it).

2. Select the type:  
 Traditional  Framed

5. Select position for Tab.



6. Click Submit button.

4. Submit the choices:

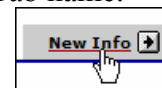
7. Click Back to [Tab Name] link.

### To remove a Tab:

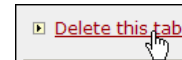
1. Click Content/Layout link.



2. Click on Tab name.



3. Click Delete this tab link, then click OK.



4. Click back to [Tab Name] link.