


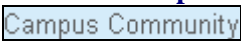

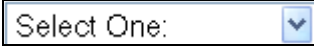



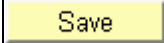
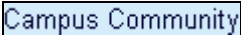



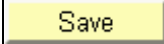


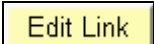
## Creating Favorites/My Links


An upgrade to MyMav on October 26, 2009 resulted in a change in the way MyMav handles **Favorites**, which are quick links to commonly visited MyMav screens.

If you login to MyMav through the **Campus Solutions** link (<https://sis-cs-prod.uta.edu/ACSPRD/signon.html>), all of your favorites will appear.

However, if you would like to login through the **MyMav Portal** (<http://www.uta.edu/mymav>) link, this topic will show you how to **Add** and **Remove** your **Quick Links**.

Step	Action
1.	Click in the <b>Net ID:</b> field. 
2.	Enter your <b>Net ID</b> . a valid value e.g. In this example, enter " <b>username</b> ".
3.	Click in the <b>Password</b> field. 
4.	Enter your password. In this example, enter valid value e.g. " <b>password</b> ".
5.	Click the <b>Sign In</b> button. 
6.	Once you have logged in, you must navigate to the page you would like to add to your ' <b>My Links</b> '.
7.	In this example, we will add the <b>Student Services Center</b> screen to our <b>My Links</b> .  Click the <b>Campus Community</b> link. 
8.	Click the <b>Student Services Center</b> link. 
9.	Now we're at the screen we want to add.  Click in the dropdown list next to ' <b>My Links</b> '. 
10.	Click the ' <b>Add to My Links</b> ' option. 

Step	Action
11.	<p>The name of the page is automatically inserted in the <b>Name</b> field.</p> <p>(You can rename the link by clicking in the <b>Name</b> field and typing a new link name if desired.)</p> <p>Click the <b>Save</b> button.</p> 
12.	<p>The <b>Student Services Center</b> link has been added to your '<b>My Links</b>' dropdown list.</p>
13.	<p>Let's add the <b>Manage Service Indicator</b> screen to '<b>My Links</b>' as well. Remember, first you must navigate to the page you want to add.</p> <p>Click the <b>Campus Community</b> link.</p> 
14.	<p>Click the <b>Manage Service Indicators</b> link.</p> 
15.	<p>Now we're at the page we want to add.</p> <p>Click the dropdown list to the right of '<b>My Links</b>'.</p> 
16.	<p>Click '<b>Add to My Links</b>'.</p> 
17.	<p>Again, you can change the <b>Name</b> of the link if desired.</p> <p>Click the <b>Save</b> button.</p> 
18.	<p>The <b>Manage Service Indicators</b> link is added to your '<b>My Links</b>' dropdown.</p>
19.	<p>If you need to edit or delete a link, click the '<b>Edit My Links</b>' option in the dropdown.</p> 
20.	<p>Click the '<b>Manage Service Indicators</b>' link to edit it.</p> 
21.	<p>Click the <b>Edit Link</b> button.</p> 

Step	Action
22.	<p>On the <b>'Edit Link'</b> screen, you can:</p> <ul style="list-style-type: none"> <li>-Specify the <b>Link Type</b> (<b>URL address</b> or <b>Menu Item</b>)</li> <li>-Change the <b>Name</b> of the link</li> <li>-Make the <b>Link</b> open in a new window</li> <li>-Add the link to a <b>Folder</b> (Must have already created folder)</li> </ul> <p>Click the arrow to add additional parameters to the <b>Advanced Properties</b> section.</p> 
23.	<p>Click the <b>Save</b> button when finished.</p> 
24.	<p>To <b>Remove a Link</b>, you must first select the it in the list.</p> <p>Click the <b>'Manage Service Indicators'</b> link.</p> 
25.	<p>Then, click the <b>Delete Link</b> button.</p> 
26.	<p>Click the <b>Yes - Delete</b> button on the <b>Delete Confirmation</b> screen.</p> 
27.	<p><b>Congratulations!</b></p> <p>You now know how to <b>Add, Edit, and Remove Links</b>.</p> 
28.	<p><b>End of Procedure.</b></p>