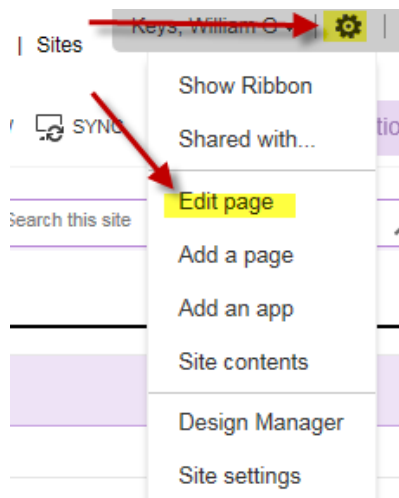


# mySMC Portal Quick Start Guide

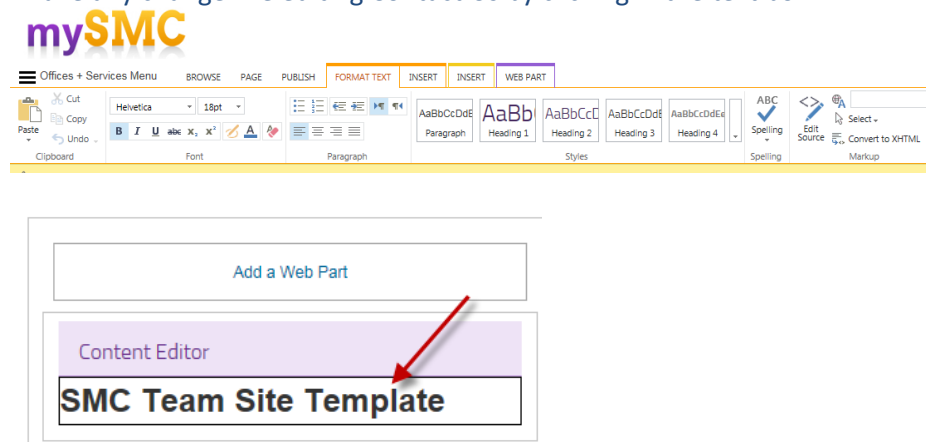
This document is intended for Portal site owners to quickly start setting up or editing their site.

## 1 EDITING YOUR SITE

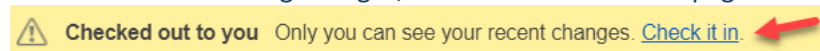
1. Navigate to the page you would like to edit.  
Click on the gear icon and select **Edit page**.



2. Make any change like editing Contact Us by clicking in the text box



3. When done making changes, be sure to Check In the page.

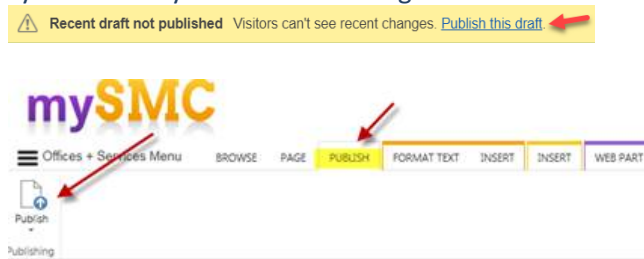


Enter a comment about the change and click Continue.

**NOTE: It is important to remember to check in the page when you are done. No one else can edit the page while you have it checked out!**

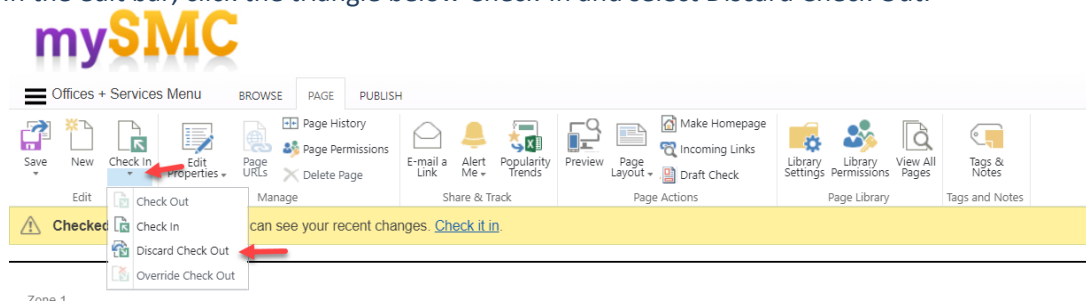
## mySMC Portal Quick Start Guide

4. When you are ready to make the changes visible to all site visitors, click Publish.



5. If you don't want to save a change you can **Discard Check-Out**. This is useful if you've checked out a page accidentally or made a mistake you don't want to save.

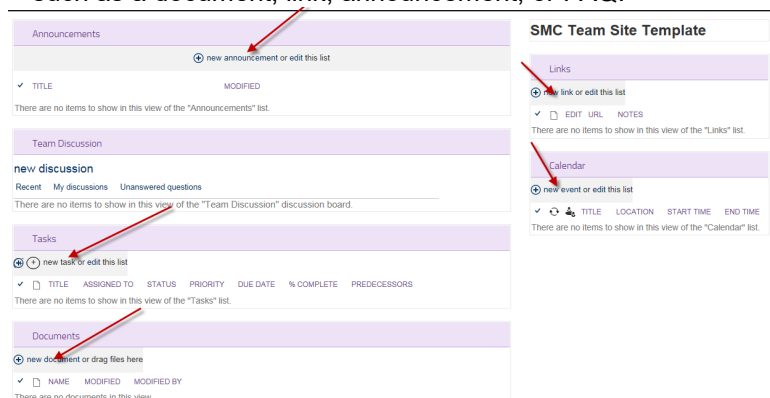
In the edit bar, click the triangle below Check-In and select Discard Check Out.



## 2. CONTENT

### A. ADDING CONTENT

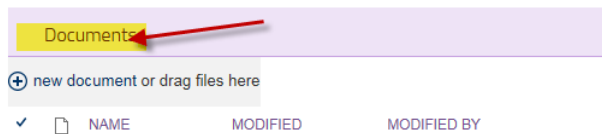
1. Underneath the web-part's section header, locate the + new link. This is how you add new content such as a document, link, announcement, or FAQ.



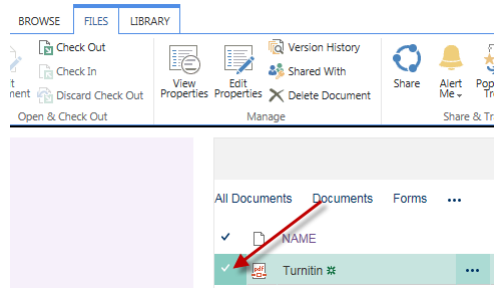
### B. DELETING DOCUMENTS

1. Click on header of Documents

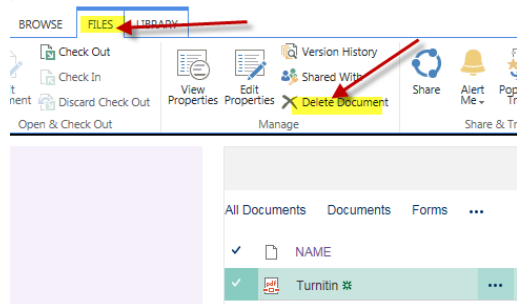
## mySMC Portal Quick Start Guide



### 2. Select the document you want to delete



### 3. Delete the document

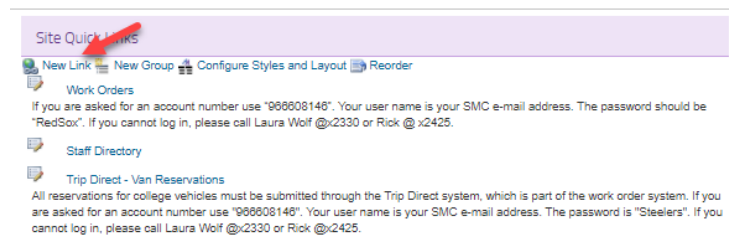


## C. EDITING SITE QUICK LINKS

Note: The site must be in Edit Mode to edit Quick Links. (See top of this document.)

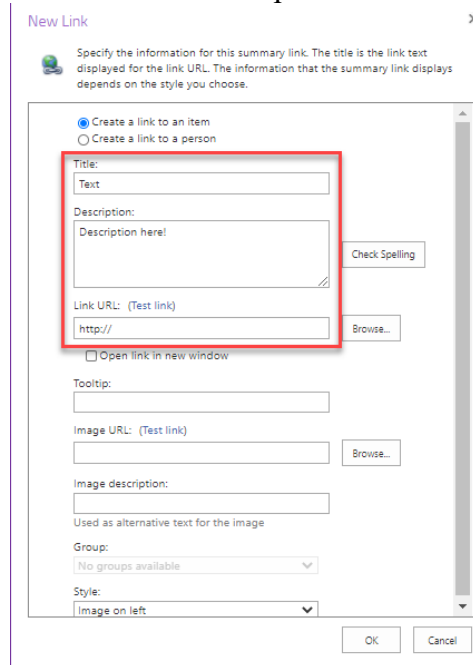
### To Add a New Link:

#### 1. Click the New Link icon.



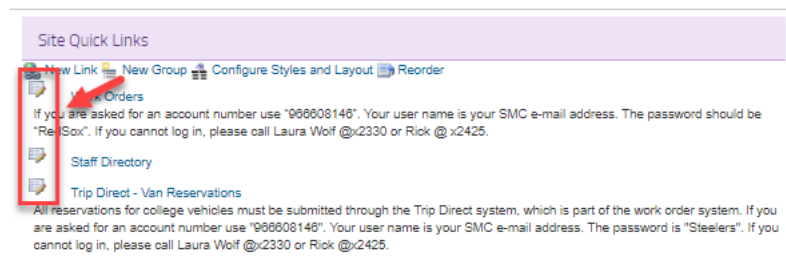
## mySMC Portal Quick Start Guide

2. Enter the link information. At a minimum you must enter a title and URL. Description and other fields are optional.

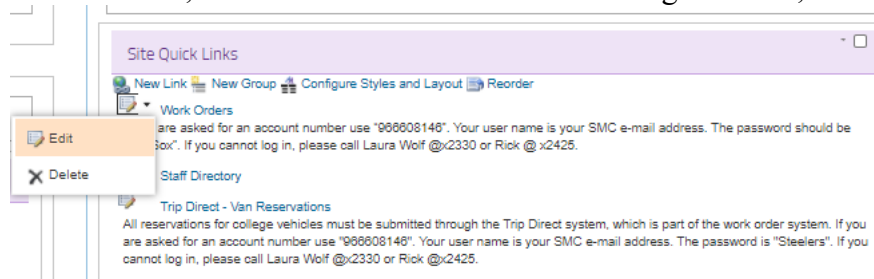


### To edit or delete a link:

1. Click the paper & pencil icon next to the link you want to edit



2. To Delete, click delete. To edit the text or change the link, click edit.



## mySMC Portal Quick Start Guide

This will open up the details for editing. Click OK to save changes.

**Edit Link** [X]

Specify the information for this summary link. The title is the link text displayed for the link URL. The information that the summary link displays depends on the style you choose.

☒ Create a link to an item  
☐ Create a link to a person

Title:

Description:

Link URL: (Test link)

☒ Open link in new window

Tooltip:

Image URL: (Test link)

Image description:

Used as alternative text for the image

Group:

Style:

3. **To reorder links**, click reorder here:



A new window will open.

Highlight the link you would like to move and then click Move Up or Move Down. Click OK when done.

Reorder Links - Google Chrome

my.smcvt.edu/campuservices/facilityservices/\_layouts/15/CmsSlwp...

Sort the summary links and group headers.

Work Orders
<b>Staff Directory</b>
Trip Direct - Van Reservations