

## Add more pages to your My Pages

Each employee at the National Institutes of Health (NIH) can create up to six My Pages. Most employees might only choose to use one My Page, but others may like the versatility that an additional page provides. Gadgets can be arranged on each page by topic or job role and instead of scrolling through one long page full of gadgets; users can just switch to a page that has all travel information. This functionality may be of particular interest to an employee who “wears two hats,” or has two or more very different job functions that require access to different information or systems. Those can be organized on to two or more pages.

Under the My Pages tab is an option to **Create New Page**



Select this option.

There are three steps to creating a new page.

1. Name your new page
2. Chose gadgets for your page
3. Arrange the gadgets on your page.

### CREATE NEW PAGE

#### STEP 1 OF 3: NAME YOUR PAGE

To change the name of this page, enter a new name in the text box below and click **Finish** to display the page.

Page Name:

[Hello](#) | [Portal Settings](#) | [Administration](#) | [Logoff](#) Wednesday, July 28, 2004 [HELP](#)

**MY PAGES**  
 PORTAL MY PAGE 2

[My Pages](#) | [Communities](#) | [Document Directory](#)

**EDIT THIS PAGE: "PORTAL MY PAGE 2"**  
**CHANGE LAYOUT**  
 Select the Gadget you want to move, and then click the Up and Down arrows.  
 To remove a Gadget from your My Page, select the Gadget, and then click **Delete**.

**Page Layout:**  One Column  Two Columns  Three Columns

Narrow Column	Wide Column
CareerHere - Admin Login (N) Employee Express (N) WITS Launch Pad (N)	HR Contacts Admin (W) Update Your Information (W) Who Are My HR Contacts? (W)

**Click Finish when you are done**

**Choose the number of columns**

**Use the arrows to move the gadgets**

You now have an additional My Page listed under you're My Pages tab  
 You can create up to six (6) My Pages.

[Hello](#) | [Portal Settings](#) | [Change Page Name](#) | [Choose G](#)

**MY PAGES**  
 NIH PORTAL PAGE

[My Pages](#) | [Communities](#) | [Document Directory](#)

- Edit This Page
- Create New Page
- NIH Portal Page
- Portal My Page 2

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