My Personal Links: How to Add Favorite Links in RamPortal

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This document provides instructions to add favorite links to the **My Personal Links** card on the RamPortal home page.

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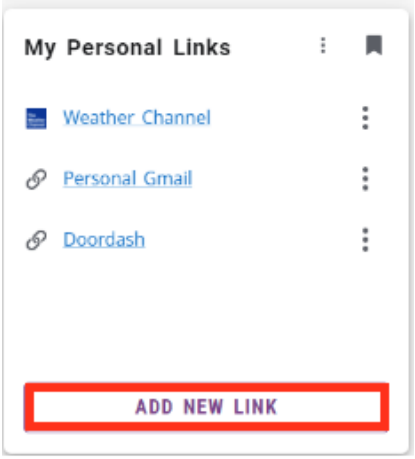
NAVIGATION

- Login to Ramportal using your WCU Single Sign On (SSO).
- Locate the **My Personal Links** card. If the card is not on your RamPortal home page, try using **View All Cards**. For help with finding cards, visit Home Page Navigation: A Guide to the RamPortal Home Page.

ADD LINKS TO YOUR MY PERSONAL LINKS CARD

Follow these steps to add a favorite website:

1. In a new browser tab, navigate to the website you want to add.
2. Copy the URL from the address bar.
3. Return to your **My Personal Links** card in RamPortal and select **Add New Link.**



4. Paste the copied address into the **Link URL** field and enter the name you would like to display on the card in the **Link Title** field.

5. Select the Add button.

For additional assistance, **submit an AES Support Portal Ticket.**