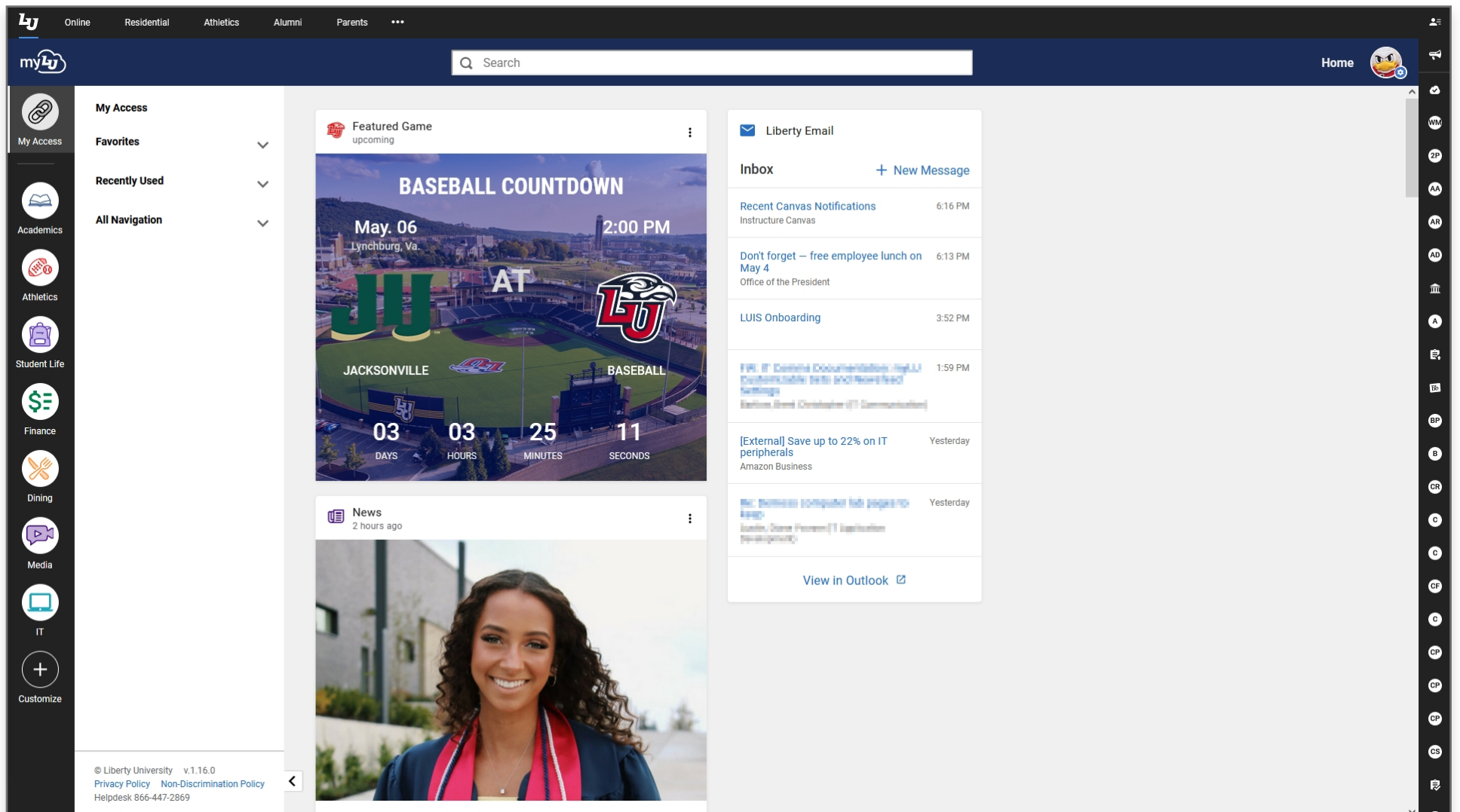




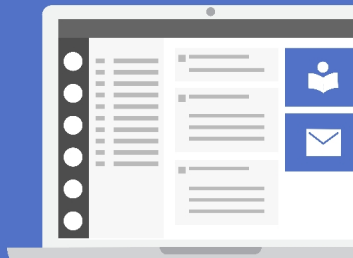
Customizable Navigation Sets

Introduction



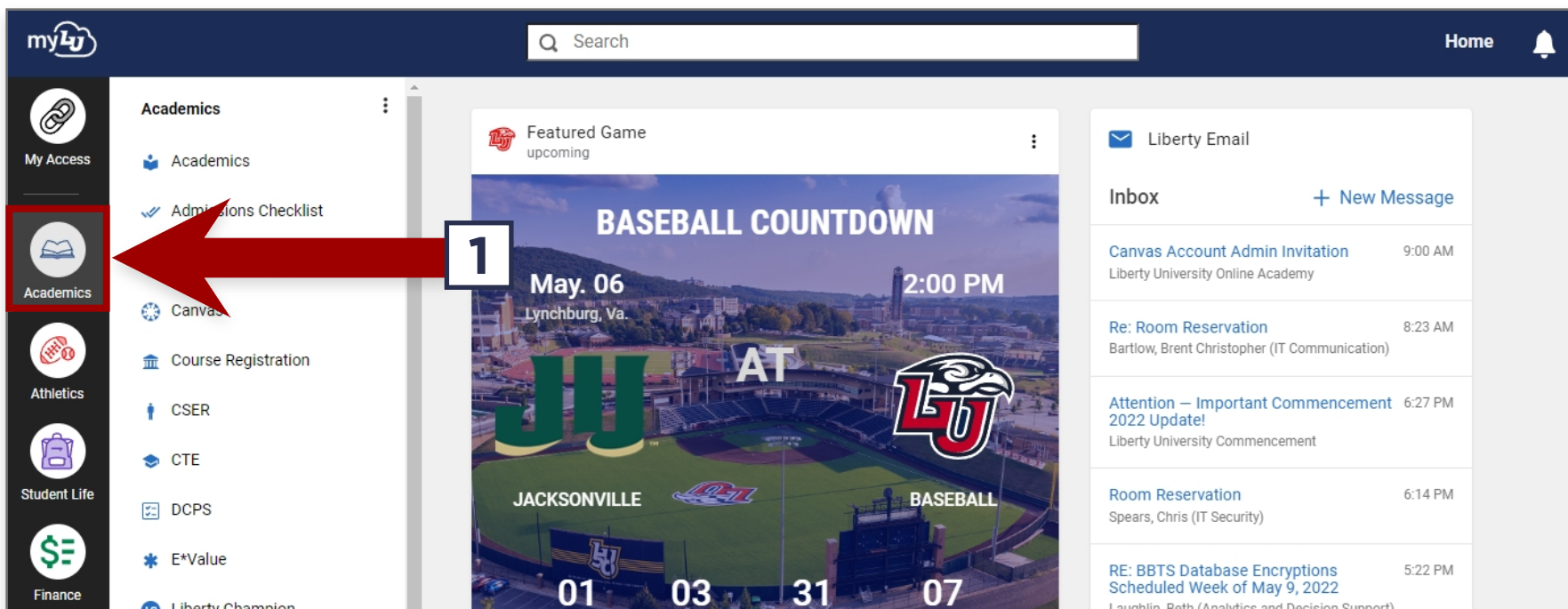
myLU now allows users to create and manage customizable sets!

Customizable sets allows users to take control of their navigation needs and provides a method for easier access to all desired links within myLU with fewer clicks. You can manage the pre-existing sets or create brand new sets that have just the links you want.

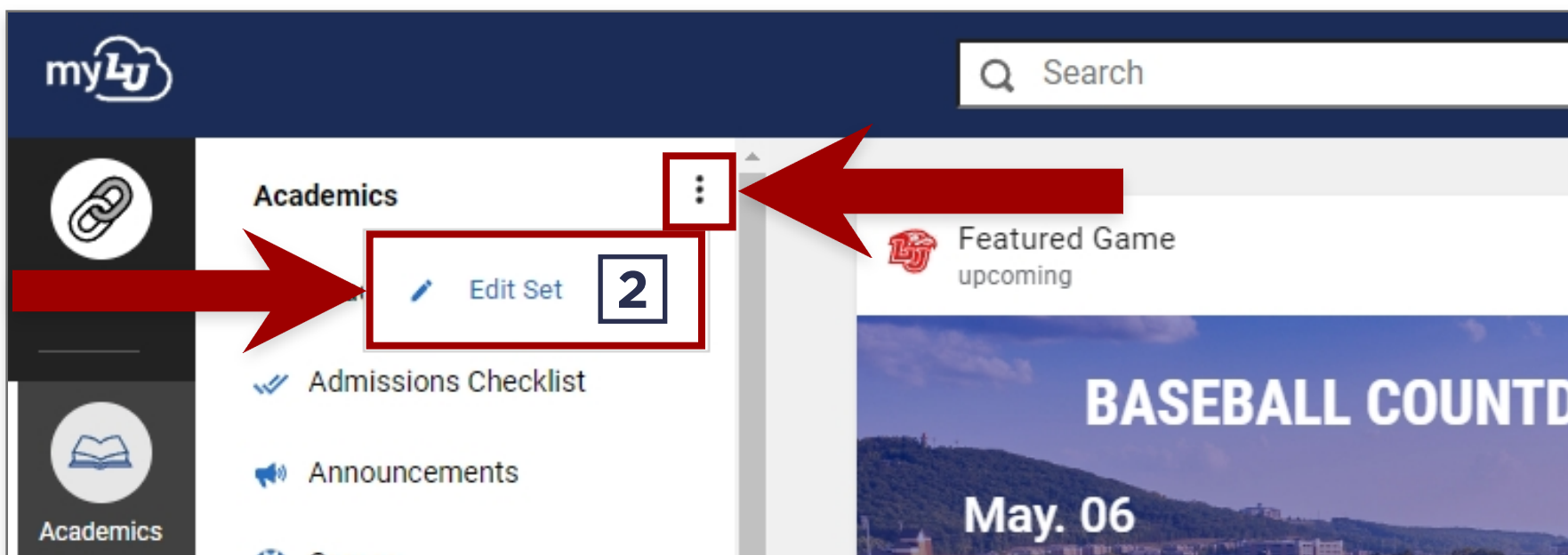


Modifying Existing Navigation Sets

1. To modify a pre-existing navigation set, such as "Academics", you must first open the set. **Select the navigation set.**

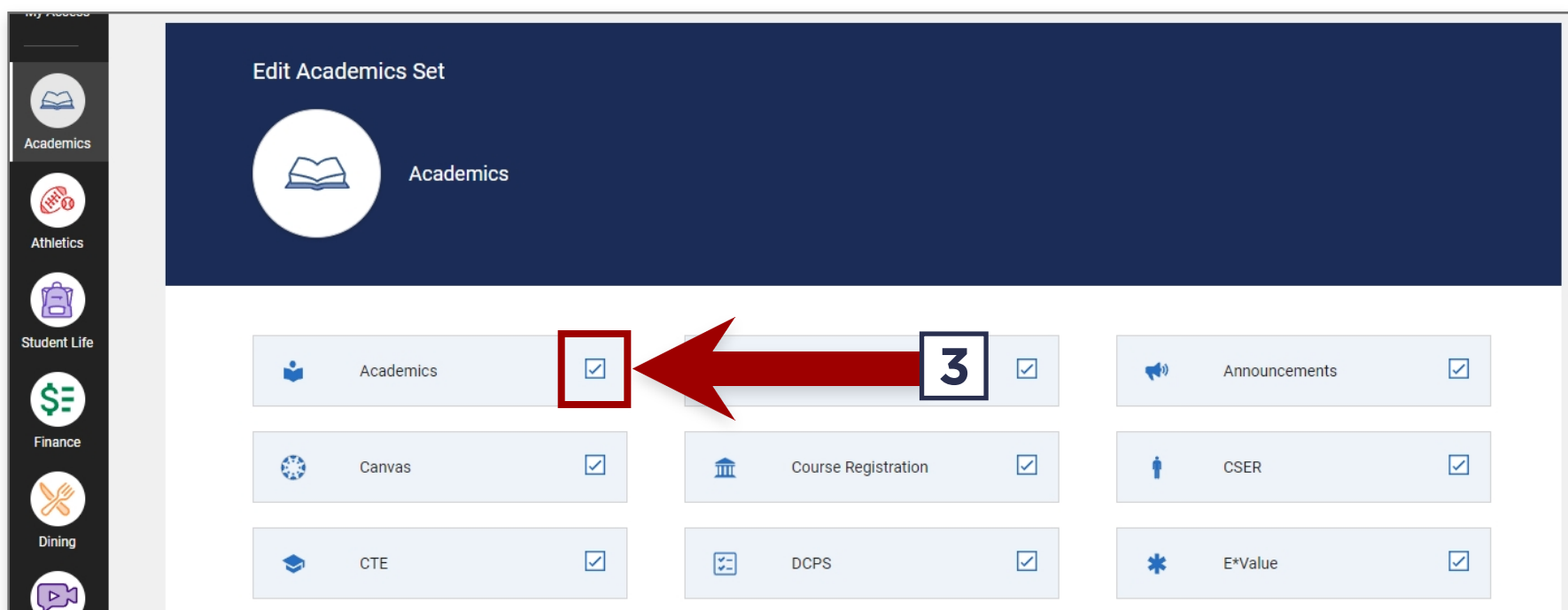


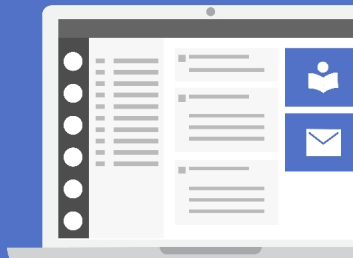
2. At the top-left of the open navigation set, **click the More Options/3-Dot Menu**, then **Edit Set**. This will open set customization.





3. From the Edit Set screen, you can pick which links appear under each set. Simply **click the check mark box to either add or remove links from the set**. Available links are sorted alphabetically, and changes are saved immediately.

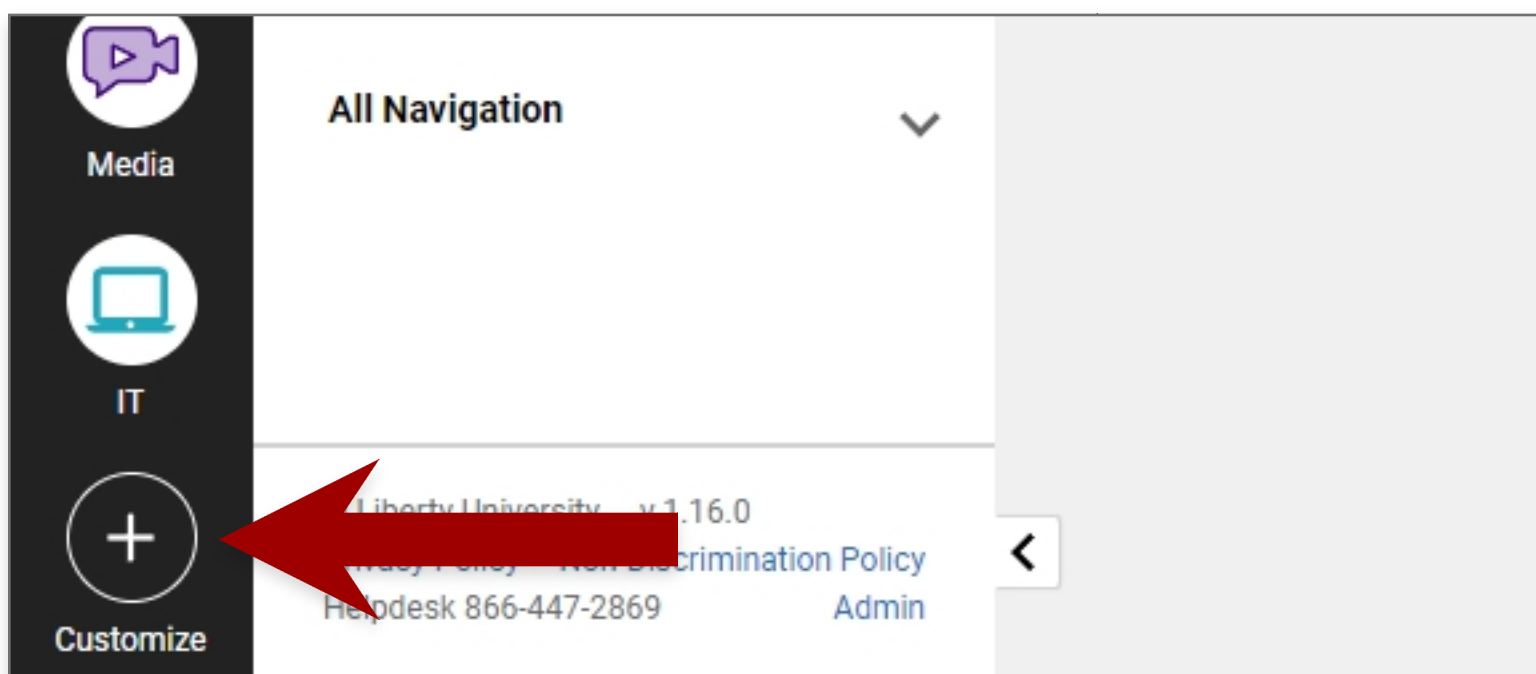




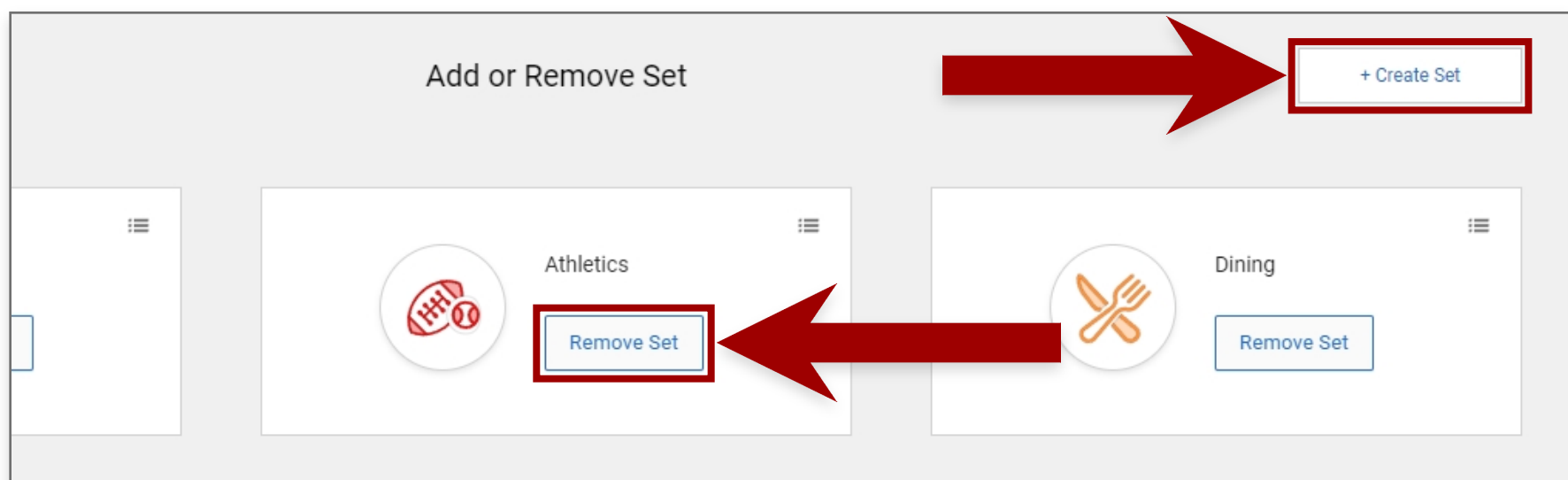
Creating & Managing Sets

myLU's Customizable Set feature gives you the ability to choose which navigation sets are present on your myLU. You can also create fully custom navigation sets that contain only the links you want.

1. On the myLU home page, **select the Customize button** in the lower-left corner. You may need to mouseover the icons and scroll depending on your screen size.



2. On the **Add or Remove Set** page, you can remove sets from the left by clicking **Remove Set** or create your own by clicking **Create Set** in the upper-right corner.





3. The **New Custom Set** page allows you to choose an **icon** and **color** for your navigation set, a **title**, and the **links** that will be part of the set. Links currently part of a set will be shown at the top. Please note that you must name your set and select at least one link to create a Custom Set.

New Custom Set

Change Icon

- Finance & Administration
- IT Helpdesk
- IT Marketplace
- Live Streaming
- Media
- Student Financial Services
- Web Payments

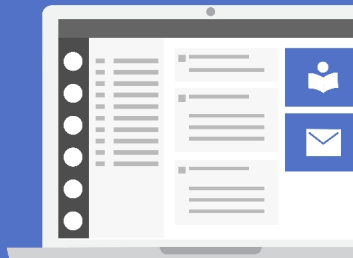
Academics
Athletics

Choose an Icon

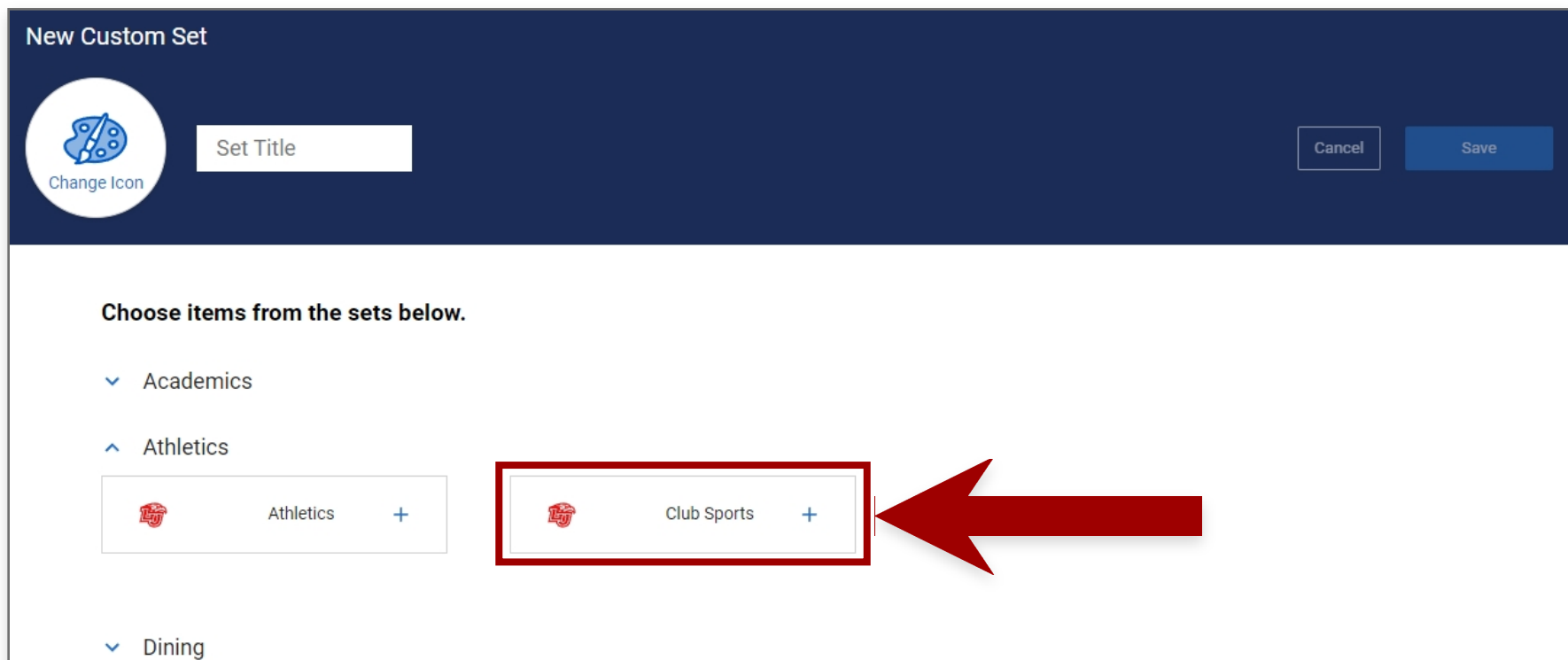
Choose an Icon Color

Back

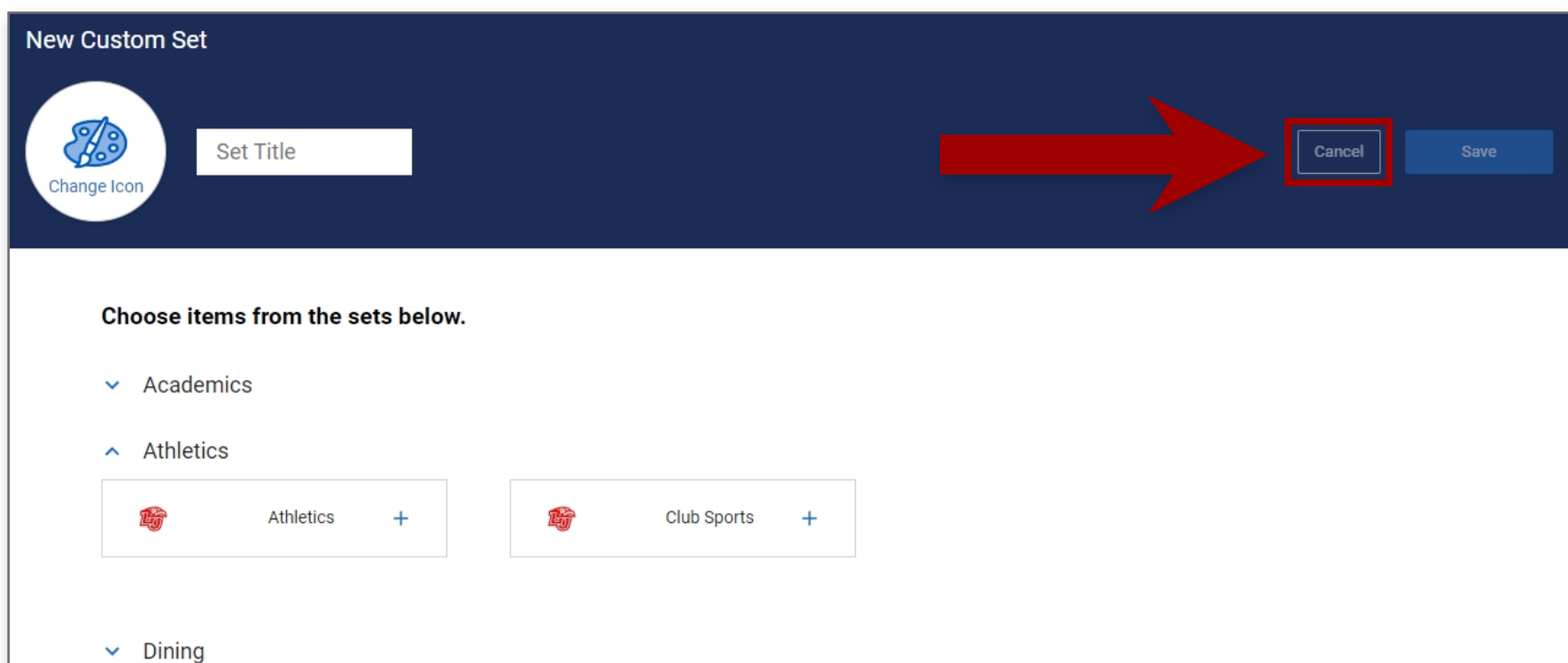
Next



4. To add or remove links, open the appropriate category and **click the desired link to add or remove it.**

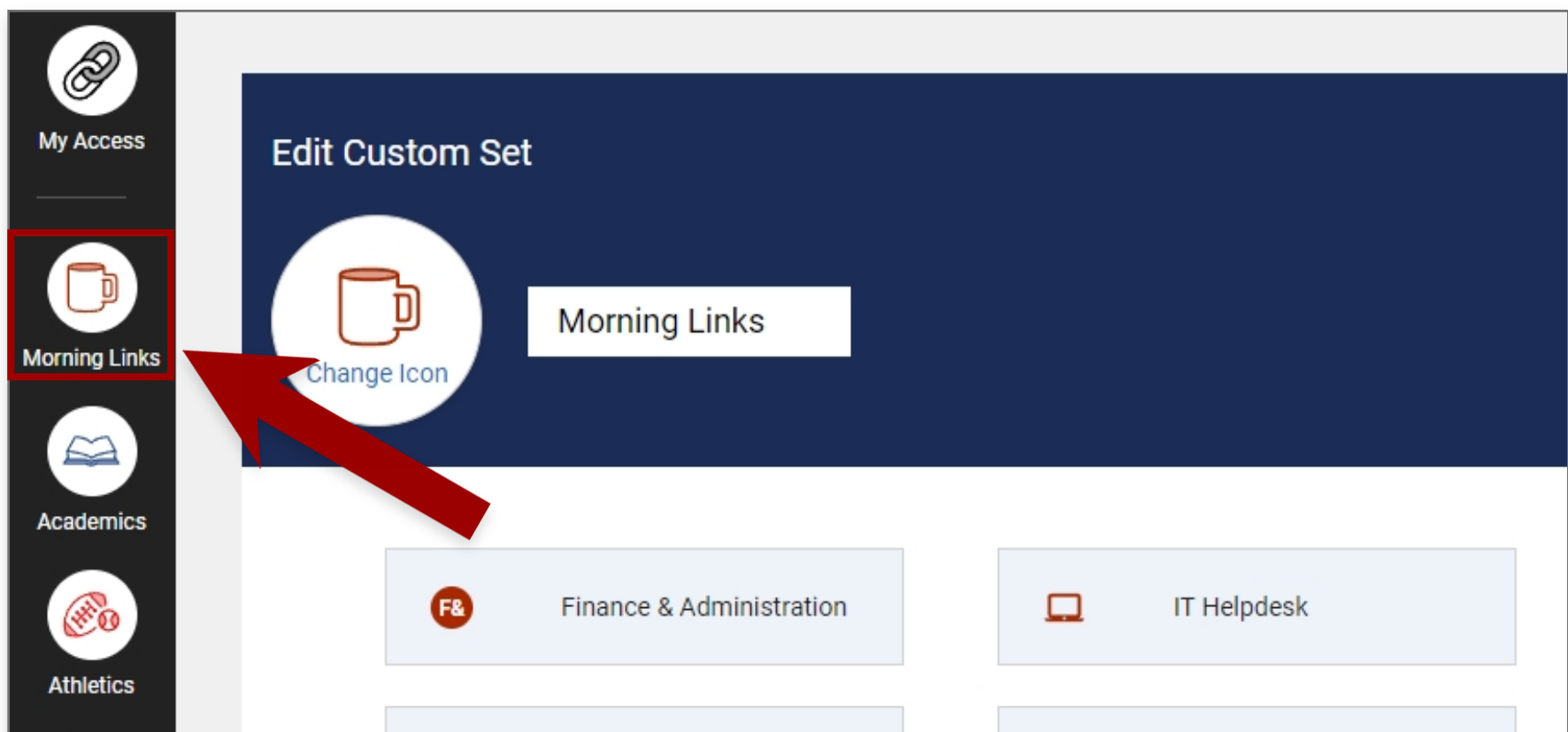


5. If you need to start over, click **Cancel** to reset the New Custom Set to a clean slate.

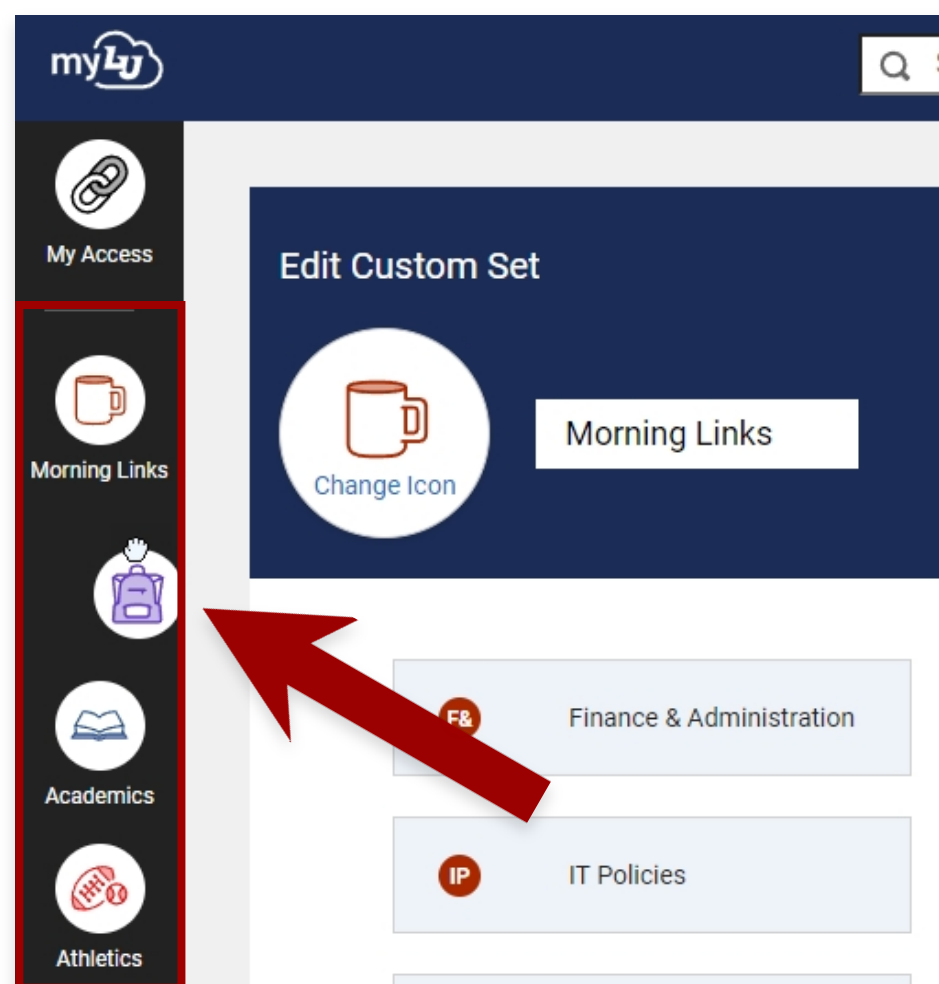




- Once you are satisfied, click **Save**. The new Custom Navigation Set will appear at the top of the set list in myLU.



- You can always re-organize the Navigation Sets on the left of myLU by clicking and dragging them into the order you want.





8. Additionally, you can edit your custom sets by **selecting the navigation set** and clicking the **3-Dot/More Options button** to return to the **Edit Custom Set** screen.

