

HR Portal User Guide: How to Make the NIH Portal Your Home Page



Show Related Links

The NIH Portal is designed to be an NIH-wide Intranet that will provide access to the majority of systems/databases and information that NIH employees need to do their daily work. This document outlines how to set the NIH Portal as your "home page," so that it appears each time you open an Internet browser (Internet Explorer, Netscape, etc.)

Note: During the NIH Migration, it may be necessary delete the NIH log in page as your home page setting, and re-add it with the correct domain selected.

How to Make the NIH Portal Your Home Page

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How to Make the NIH Portal Your Home Page (for Internet Explorer Users)

- 1. Go to http://mv.nih.gov
- File Edit View Favorites Tools Help 2. From the Menu Bar select **Tools** and then Internet Options. Mail and News ۲ Synchronize... Windows Update
- 1. In the Internet **Options Window** Click on Use Current,
- 2. Then click OK.
- 3. The NIH Portal Log in screen is now your Home Page.

Internet Options
Internet Options
General Security Privacy Content Connections Programs Advanced
Home page
You can change which page to use for your home page. Address:
Use Current Use Default Use Blank
Temporary Internet files
Pages you view on the Internet are stored in a special folder for quick viewing later.
Delete Cookies Delete Files Settings
History The History folder contains links to pages you've visited, for quick access to recently viewed pages.
Days to keep pages in history: 20 📚 Clear History
Colors Fonts Languages Accessibility

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How to Make the NIH Portal Your Home Page (for Netscape Users)

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- 4. Then click OK.
- 5. The NIH Portal Log in screen is now your Home Page.



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How to Make the NIH Portal Your Home Page (for Mozilla Firefox Users)

- 1. Go to http://my.nih.gov
- 2. From the Menu Bar select **Tools** and then **Options**.
- 3. Go to the Main tab.
- 4. In the options window, click on Use Current page.
- 5. Then click OK.
- 6. The NIH Portal Log in screen is now your Home Page.



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