



HR Portal User Guide: Add more pages to your My Pages



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HR Portal User Guide: Add more pages to your My Pages



Each employee at the National Institutes of Health (NIH) can created 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. Portlets (formerly “gadgets”) can be arranged on each page by topic or job role and instead of scrolling through one long page full of gadgets.

For example: 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.

The process for adding new “My Pages” has six steps:

1. Log into the Portal
2. Create a new page
3. Name your new page
4. Add Portlets to your page
5. Select Page Layout for your page
6. Finish

Step 1: Log into the NIH portal (<http://my.nih.gov>). Username and password are the same your computer login.



NIH Login

User Name:

Password: [Change Password](#)

Warning Notice

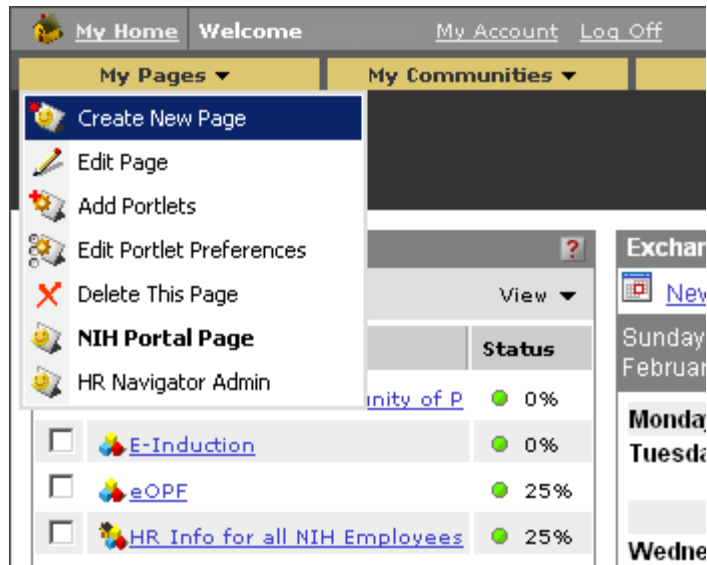
This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

Please e-mail questions or comments about NIH Login to nihelpdesk@mail.nih.gov or call 301-594-6248.



Step 2: To add a new page, click on My Pages, then Create New Page. A new window will pop up.



Step 3: Name your new page

In the screen that opens up type a name for your page in the box.

Create New Page

Change the appearance of your page by rearranging Portlets or choosing a new layout. You can also add new Portlets to your page.

Page Name

New Page

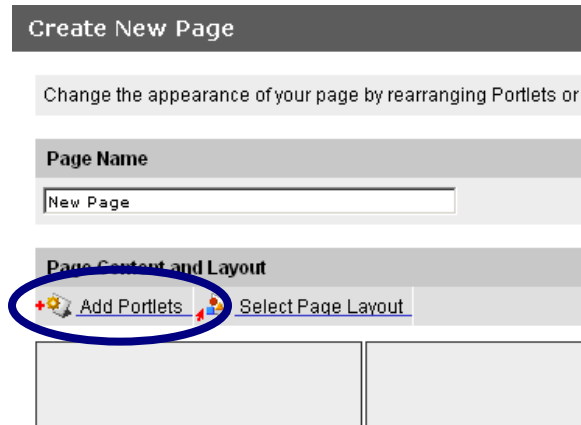
← **Type the name of your new page here**

Page Content and Layout

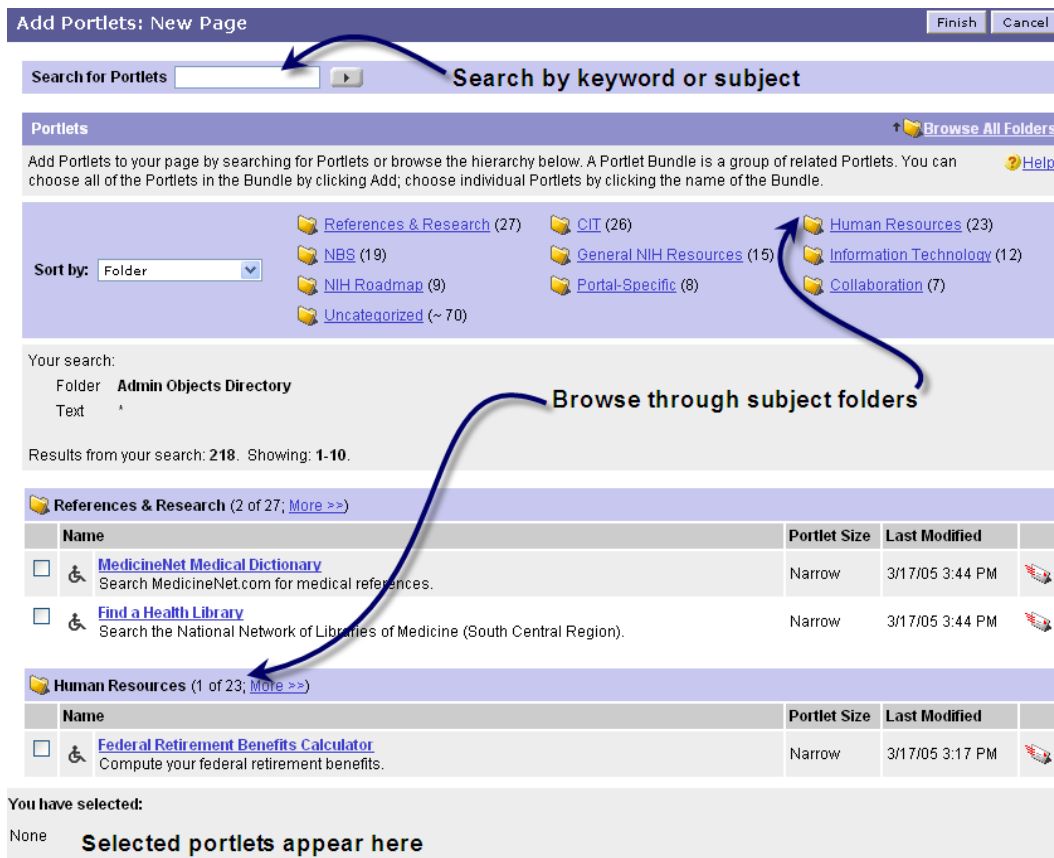
Add Portlets
Select Page Layout

Step 4: Add Portlets to your My Page

Select the **Add Portlets** button:



A new window will open:



The screenshot shows the 'Add Portlets: New Page' window. It has a title bar with 'Add Portlets: New Page' and 'Finish' and 'Cancel' buttons. Below the title bar is a search bar with the text 'Search for Portlets' and a search button. To the right of the search bar is the text 'Search by keyword or subject'. Below the search bar is a section titled 'Portlets' with a 'Browse All Folders' button. Below this is a list of subject folders: 'References & Research (27)', 'NBS (19)', 'NIH Roadmap (9)', 'Uncategorized (~ 70)', 'CIT (26)', 'General NIH Resources (15)', 'Portal-Specific (8)', 'Human Resources (23)', 'Information Technology (12)', and 'Collaboration (7)'. Below the list of folders is a search section with 'Your search:' and 'Folder Admin Objects Directory' and 'Text'. Below this is a section titled 'Results from your search: 218. Showing: 1-10.' Below this is a table of search results for 'References & Research' and 'Human Resources'. Below the table is a section titled 'You have selected:' with 'None' and 'Selected portlets appear here'.

Search for Portlets Search by keyword or subject

Portlets Browse All Folders

Add Portlets to your page by searching for Portlets or browse the hierarchy below. A Portlet Bundle is a group of related Portlets. You can choose all of the Portlets in the Bundle by clicking Add; choose individual Portlets by clicking the name of the Bundle. Help

Sort by: Folder

- References & Research (27)
- NBS (19)
- NIH Roadmap (9)
- Uncategorized (~ 70)
- CIT (26)
- General NIH Resources (15)
- Portal-Specific (8)
- Human Resources (23)
- Information Technology (12)
- Collaboration (7)

Your search:
Folder Admin Objects Directory
Text

Results from your search: 218. Showing: 1-10.

References & Research (2 of 27; More >>)

Name	Portlet Size	Last Modified
<input type="checkbox"/> MedicineNet Medical Dictionary Search MedicineNet.com for medical references.	Narrow	3/17/05 3:44 PM
<input type="checkbox"/> Find a Health Library Search the National Network of Libraries of Medicine (South Central Region).	Narrow	3/17/05 3:44 PM

Human Resources (1 of 23; More >>)

Name	Portlet Size	Last Modified
<input type="checkbox"/> Federal Retirement Benefits Calculator Compute your federal retirement benefits.	Narrow	3/17/05 3:17 PM









You have selected:
None Selected portlets appear here

There are two ways to view and choose portlets for your new page.

- You can search for portlets using the search box at the top of the page or,
- You can browse through the file folders for portlets related to a certain category.

You can preview a portlet by selecting its name. A pop-up window will appear showing a preview of the portlet.

Once you have identified the portlets you want on your new page click the check box next to its name.

	Name	Portlet Size	Last Modified	
<input type="checkbox"/>	Federal Retirement Benefits Calculator Compute your federal retirement benefits.	Narrow	3/17/05 3:17 PM	
<input type="checkbox"/>	HR Contacts Admin	Wide	3/25/05 8:27 AM	
<input type="checkbox"/>	Update Your Information Allows Office of Human Resources (OHR) staff to update their assignments and contact information that is displayed in the "Who Are Your HR Contacts" portlet.	Wide	3/30/05 9:26 AM	
<input checked="" type="checkbox"/>	Who Are My HR Contacts? Allows NIH employees to select their IC and department to see the HR Specialists and Assistants who service their area.	Wide	3/30/05 9:26 AM	
<input checked="" type="checkbox"/>	Latest Human Resources (HR) Documents	Narrow	3/17/05 3:17 PM	
<input type="checkbox"/>	Human Resources News & Events	Narrow	3/17/05 3:17 PM	
<input type="checkbox"/>	Commissioned Corps Updates	Narrow	3/17/05 3:17 PM	
<input checked="" type="checkbox"/>	New HR Standard Operating Procedures (SOPs) Posted on the NIH Portal	Narrow	3/17/05 3:17 PM	

You have selected:

None

Check the box to add the portlet to your page

Sort by:

[Original search for *](#) : Restricted to **Information Technology**

Your search:

Folder **Admin Objects Directory**

Text *

Results from your search: **12**. Showing: **1-10**.

You can return to a previous menu by clicking the **Original Search For *** link.

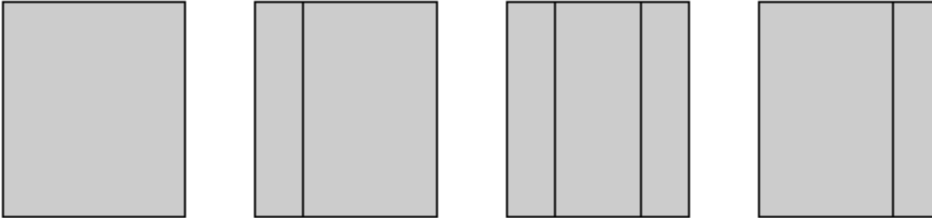
Once you click on **Original Search For *** or on **Finish** the portlets whose checkboxes you have selected will appear in the grey area at the bottom of the window.

Select **Finish** to close the window and return to the Create New Page window.

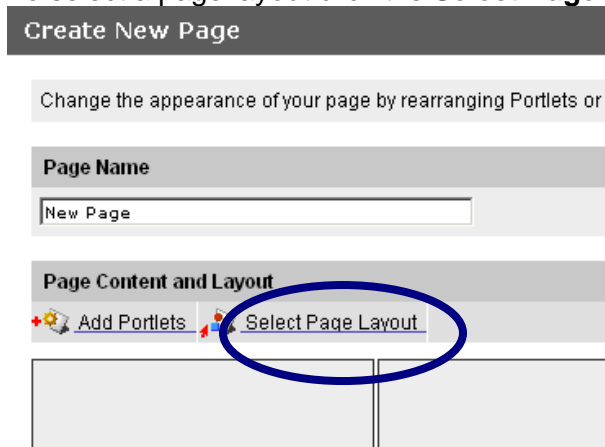
Step 5: Select a page layout and arrange your portlets

Once you have selected some portlets they will appear in the Create New Page window.

The grey rectangles represent the number of columns that will appear on your my Page. You can choose from 1, 2, and 3 column layouts.



To select a page layout click the **Select Page Layout** icon:



A new window will open. Click on the button over the page layout you prefer and select **Finish**.

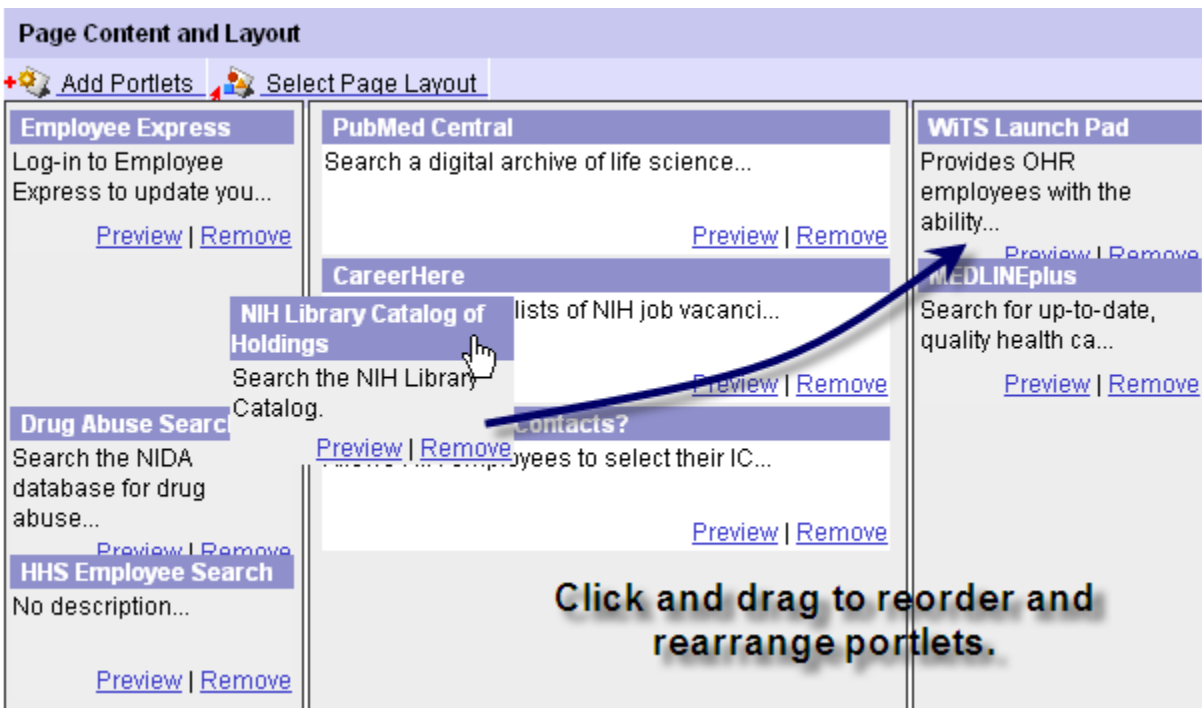
If you have chosen a layout with a narrow and a wide column then your portlets will arrange with all of the narrow portlets along the narrow column on the left side.

Wide portlets can only be displayed in the wide column.

Narrow portlets can be displayed in either the narrow or the wide column.

To arrange portlets:

1. Click on one and drag it to the desired location.
2. Narrow gadgets will not fill the wide gadget column but it can be moved their
3. To reorder the columns click and drag the portlets into the desired locations



Page Content and Layout

+ Add Portlets | Select Page Layout

Employee Express
Log-in to Employee Express to update you...
[Preview](#) | [Remove](#)

PubMed Central
Search a digital archive of life science...
[Preview](#) | [Remove](#)

CareerHere
lists of NIH job vacanci...
[Preview](#) | [Remove](#)

NIH Library Catalog of Holdings
Search the NIH Library Catalog.
[Preview](#) | [Remove](#)

Drug Abuse Search
Search the NIDA database for drug abuse...
[Preview](#) | [Remove](#)

HHS Employee Search
No description...
[Preview](#) | [Remove](#)

WITS Launch Pad
Provides OHR employees with the ability...
[Preview](#) | [Remove](#)

MEDLINEplus
Search for up-to-date, quality health ca...
[Preview](#) | [Remove](#)

Click and drag to reorder and rearrange portlets.

Step 6: Finish

Once you have selected and arranged the portlets to your satisfaction click the **Finish** button in the uppermost right corner to complete your new My Page.

You now have an additional My Page listed under your My Pages tab.

You can create up to six (6) My Pages.

To navigate to your new page select the **My Pages** tab and click on your page name.

Once you are on the page you can edit it by selecting **Edit Page** under the **My Pages** tab.

Also available are the options to **Add Portlets** and **Delete this page**.