

Modify Default Homepage

Purpose

Users who have multiple homepages may prefer to change the default for the sake of convenience. This guide *will not* be useful to users who only have one homepage or only have a Student level affiliation with the University of Kansas.

Summary

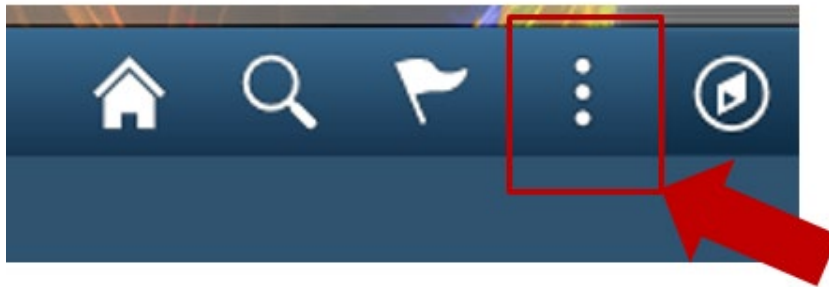
Enroll & Pay opens on a Homepage after logging in. The University of Kansas has three homepage options which are assigned to users based on their affiliation with the University.

1. Student Homepage: This page is automatically assigned when a user is affiliated with the University as a student.
2. Staff Homepage: This page is visible if the user has a current staff position with the University and access has been requested and approved through the Registrar’s office.
3. Instructor: This page is visible to a user if they teach a course or are otherwise present on what is known as the “Instructor” table.

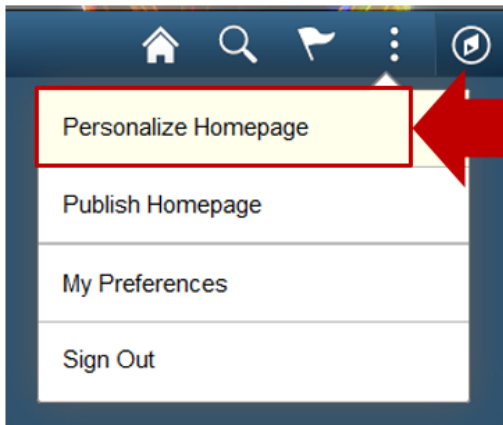
A user may have only one homepage or they could have multiple homepages. For example, a user will have all three if they have been or currently are a student, currently have a staff position, and teach a course. A user may only have one if they have only ever been a student, a staff member, or an instructor.

Change Default Page

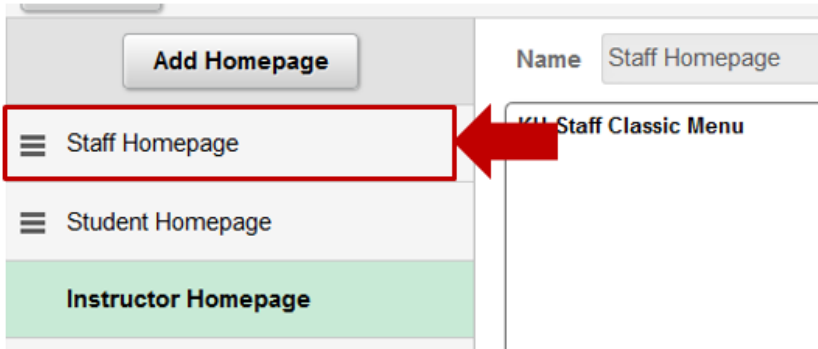
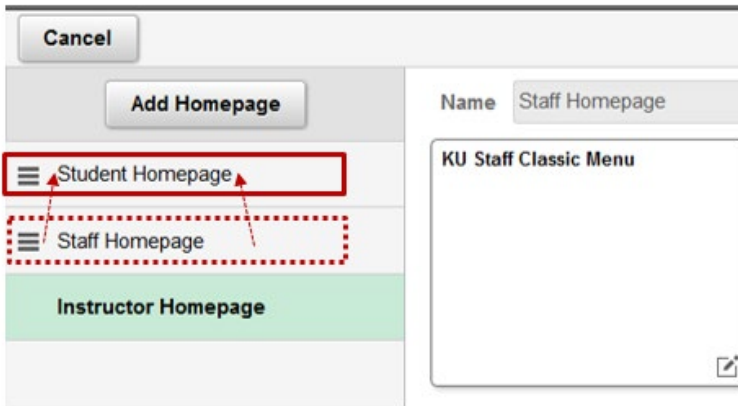
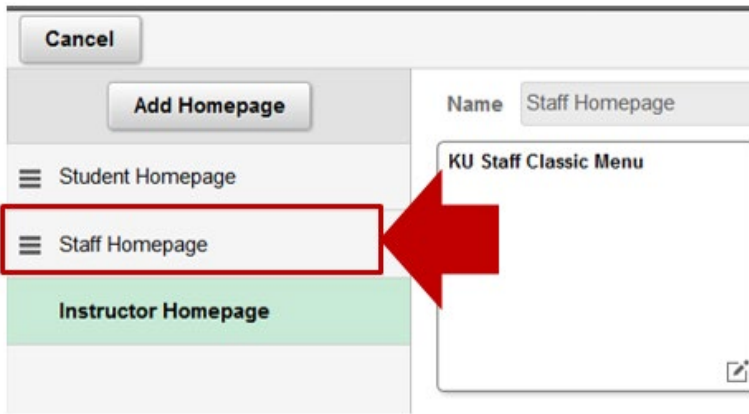
1. After logging in, navigate to the upper right part of the screen and click the “Actions List”



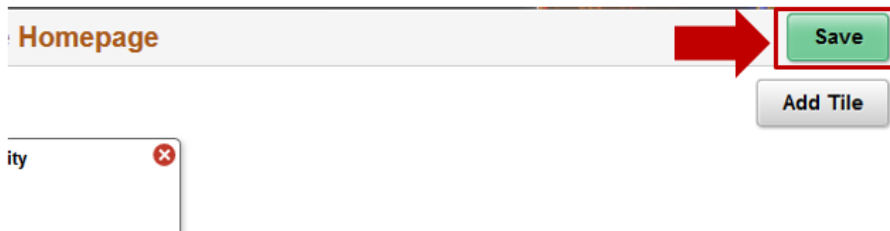
2. Choose “Personalize Homepage”



3. Click the preferred default homepage and drag it to the top of the list.



4. Click save in the upper right corner



5. The default should now be reset.