

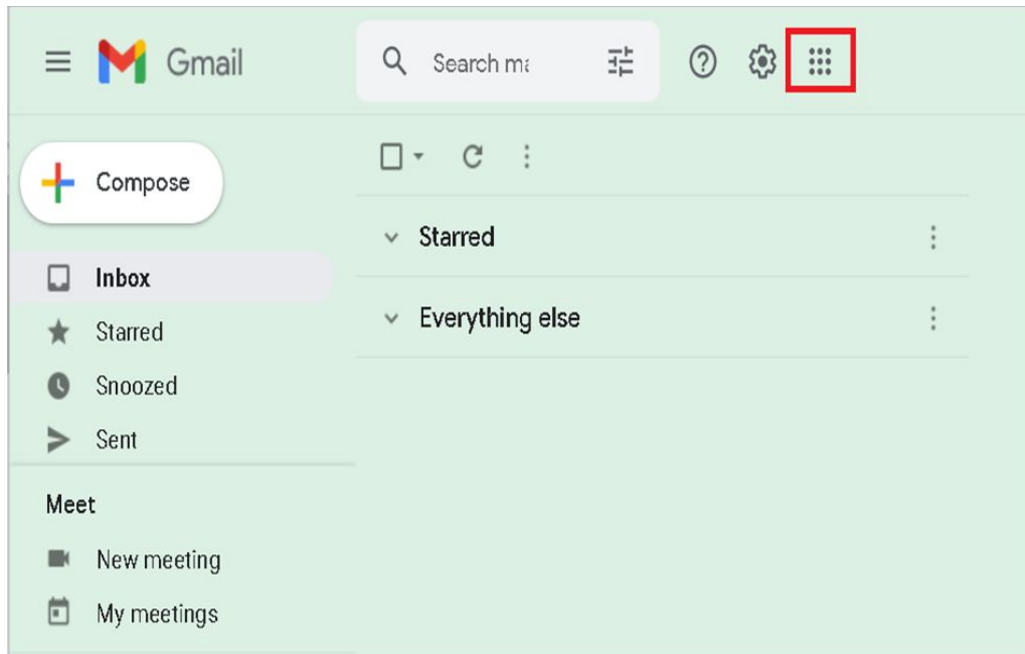


# **SAIS GUIDE ON HOW TO PERSONALIZE THE HOMEPAGE**

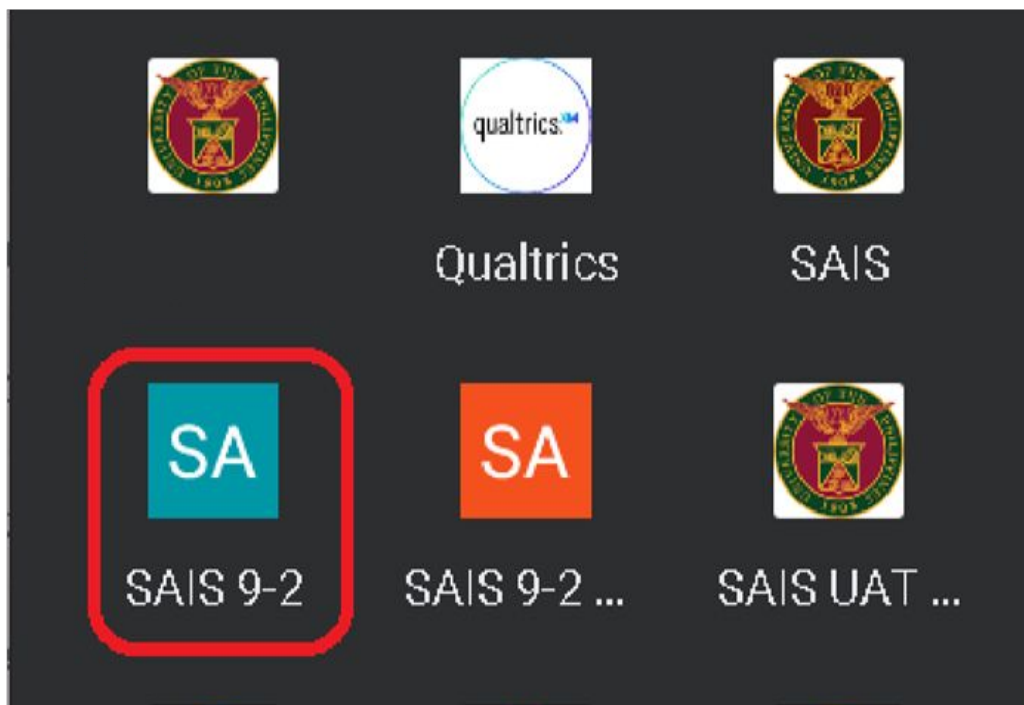
**Quick Guide v1.0**

# LOGIN SAIS ACCOUNT

STEP 1: Log in to your UP Mail account and click the Google apps icon.

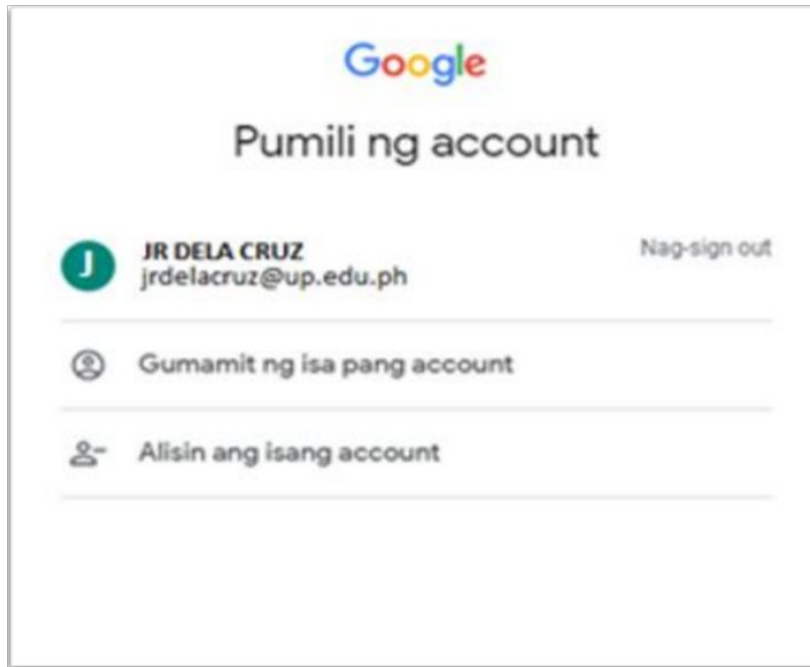


STEP 2: Click the SAIS Icon.

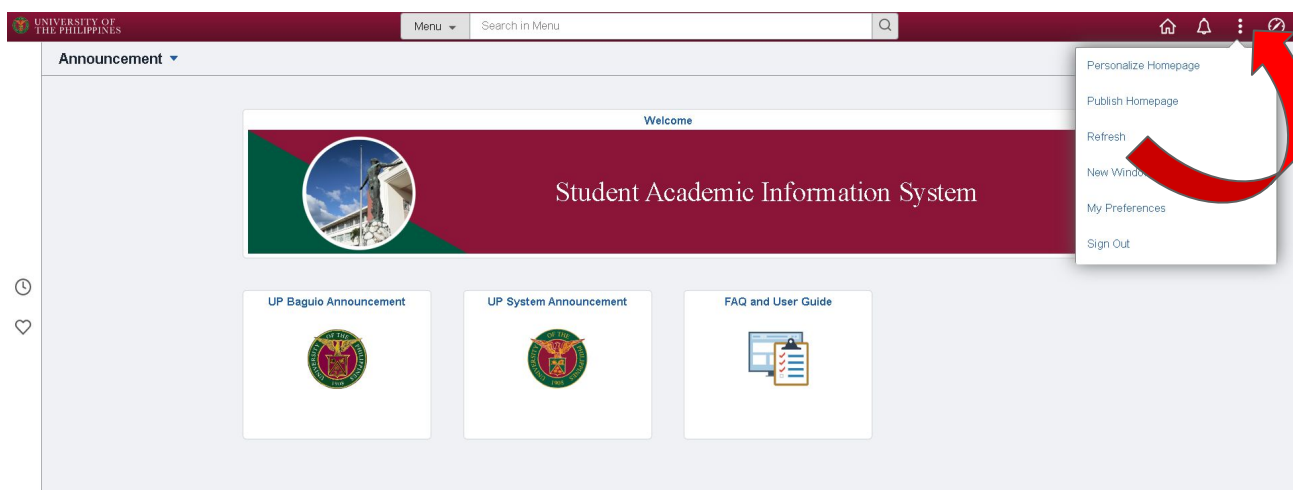


# LOGIN SAIS ACCOUNT

STEP 3: Select your UP Mail account. If you are logged-in to several Google accounts, you will be prompted to select your UP Mail account.

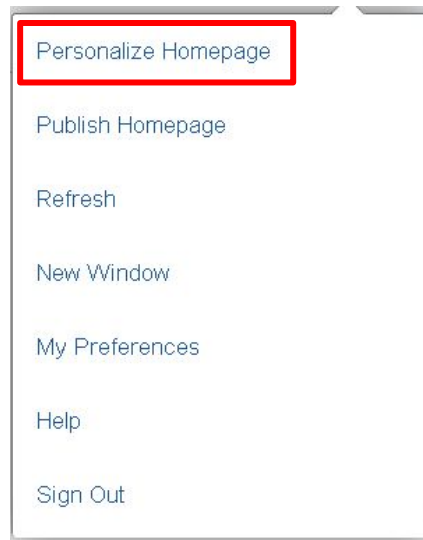


STEP 4: By clicking the action button, the user can personalize the homepage by selecting the Personalize Homepage label.

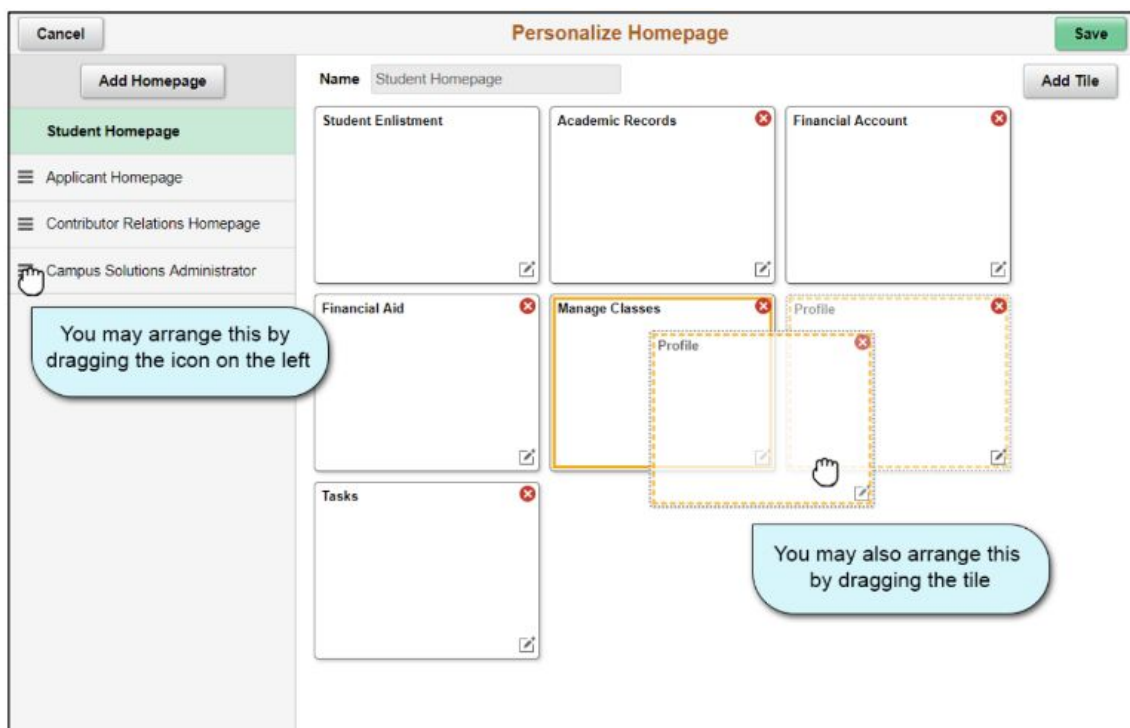


# PERSONALIZE HOMEPAGE

STEP 5: Click the Personalize Homepage option.

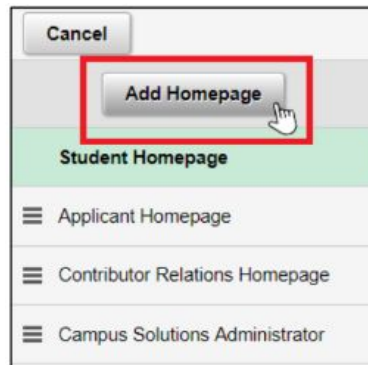


STEP 6: On this page, the Homepage layout can be edited and a new homepage can even be added. The order of homepages and tiles can be changed by dragging and dropping them. The Homepage at the top will be set as the default Homepage that will open when the user logs in.

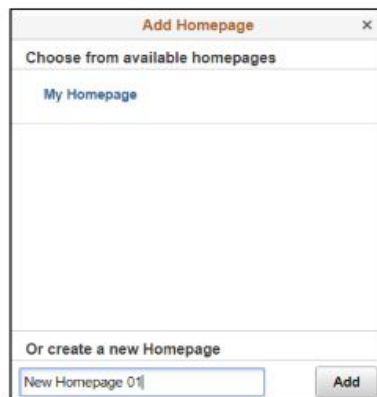


# PERSONALIZE HOMEPAGE

STEP 7: On Personalize Homepage, press the Add Homepage button.



STEP 8: In the Add Homepage box, enter the name of the new homepage and click the Add button. Take note that a user may have up to 10 homepages only.



STEP 9: On the left column on the Personalize Homepage, click the cell with the name of your new homepage. You may modify the homepage title by changing the value of the Name field. Then, click the Add Tile button.



# PERSONALIZE HOMEPAGE

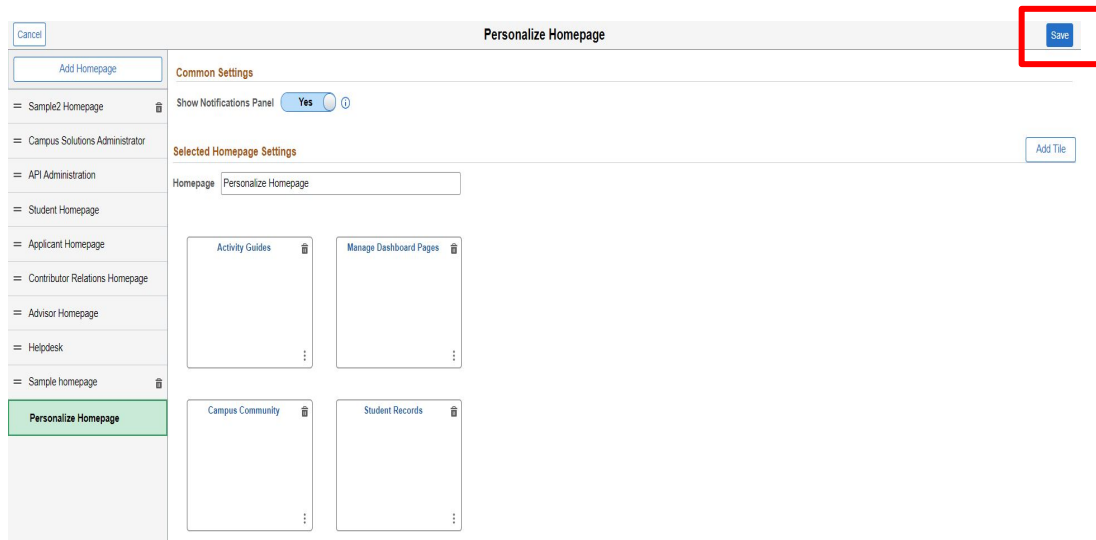
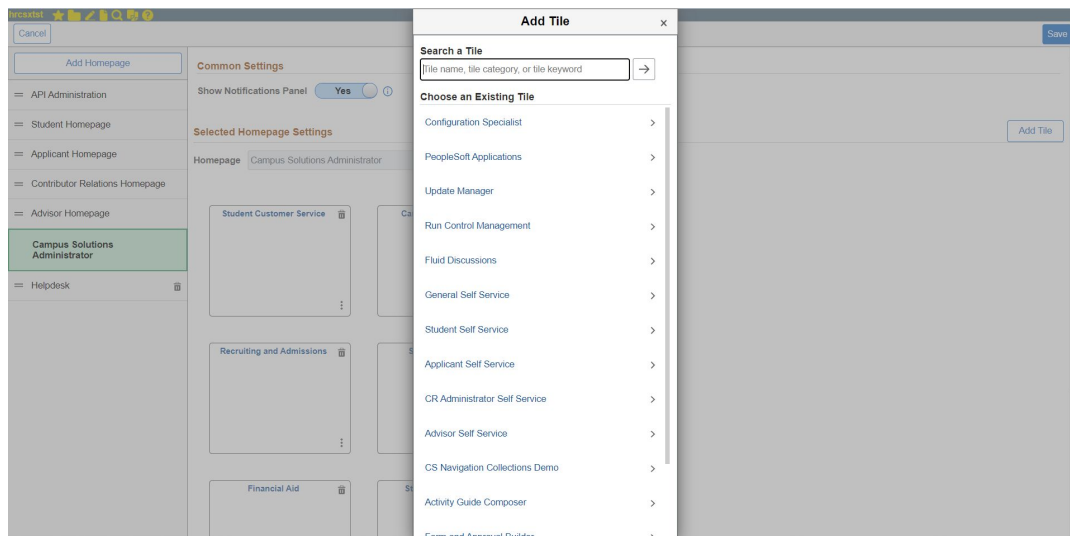
STEP 10: Find the desired page in the Add Tile dialog box. You have these options:

- Enter the name or part of the name of the page in the search box, and click the Search button.
- Manually navigate through the menu to select the desired page.

Select the tile to be added.

After adding tiles in the homepage, the selected tiles will automatically be displayed.

Then, click the Save button.



# PERSONALIZE HOMEPAGE

STEP 11: You can also remove the existing tiles by clicking the Trash icon and it will automatically be removed from the list.

Then, click the Save button.

Cancel

Add Homepage

Sample2 Homepage

Campus Solutions Administrator

API Administration

Student Homepage

Applicant Homepage

Contributor Relations Homepage

Advisor Homepage

Helpdesk

Sample homepage

Personalize Homepage

Personalize Homepage

Save

Common Settings

Show Notifications Panel ☒ Yes ⓘ

Selected Homepage Settings

Homepage

Personalize Homepage

Add Tile

Activity Guides

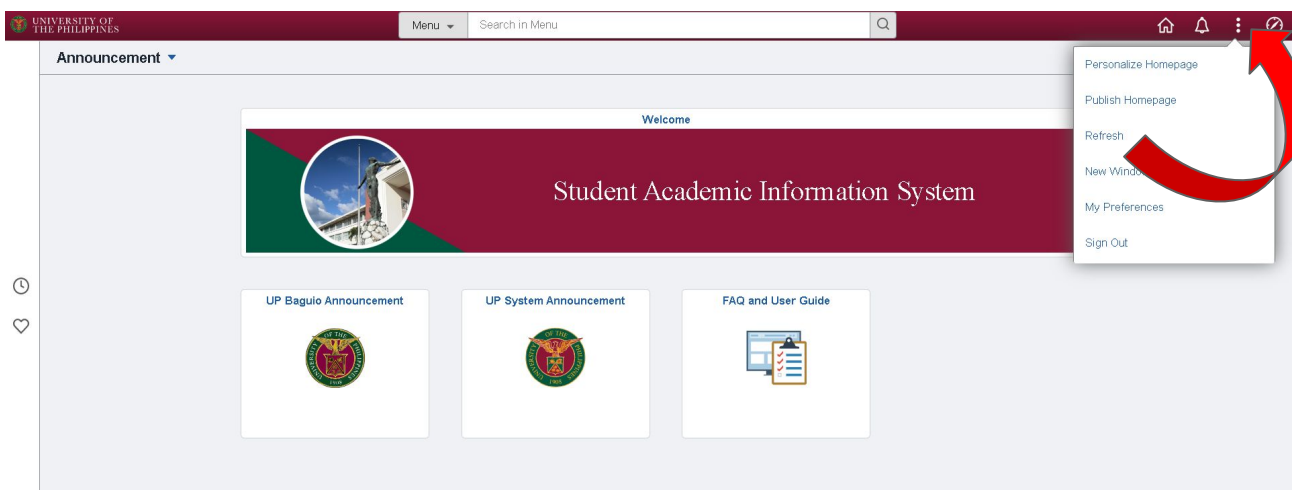
Manage Dashboard Pages

Campus Community

Student Records

# LOGGING OUT OF SAIS

When you log out of SAIS, you are automatically logged out from all open tabs of SAIS. The Google login page will be displayed. Click the three dots on the upper right part of your homepage. Then, select Sign Out.





# TECHNICAL SUPPORT

---

For technical support, please contact us at the  
UP System ICT Support at:

<https://ictsupport.up.edu.ph/>



This document was prepared by the Office of the Vice President for  
Development-Information Technology Development Center (OVPD-ITDC).

