

#### SAIS: HOW TO PERSONALIZE THE HOMEPAGE

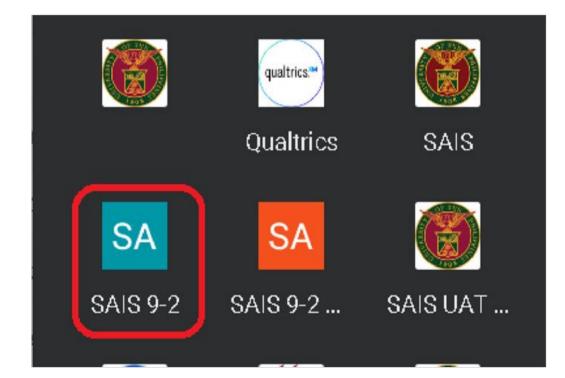
Quick Guide v1.1

# LOGIN TO SAIS ACCOUNT

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

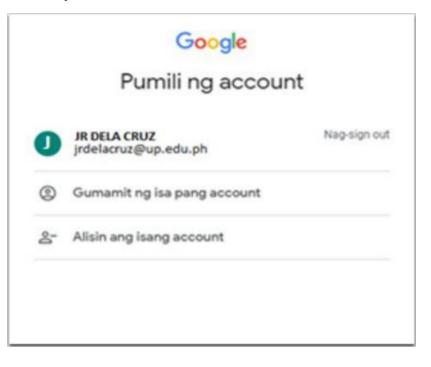
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Meet		
New meeting		
💼 My meetings		

STEP 2: Click the SAIS Icon.



# LOGIN TO SAIS ACCOUNT

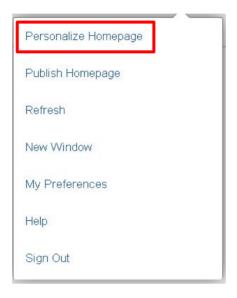
STEP 3: Select your UP Mail account. If you are logged-in to several Google accounts, you will be prompted to select your UP Mail account.



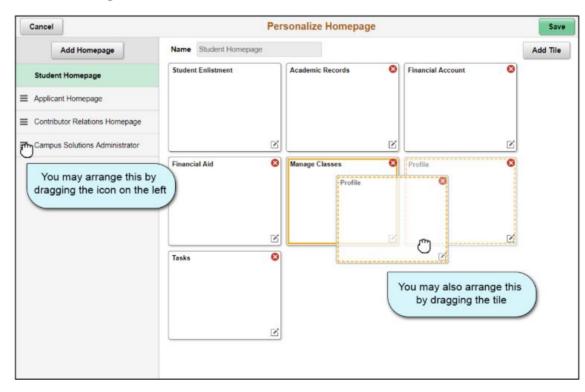
STEP 4: By clicking the action button, the user can personalize the homepage by selecting the Personalize Homepage label.



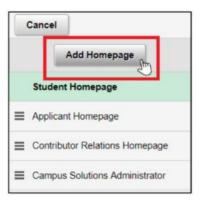
STEP 5: Click the Personalize Homepage option.



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.



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.

Cancel	Personalize Homepage	Save
Add Homepage	Name New Homepage 01	Add Tile
E Student Homepage		
Applicant Homepage		
E Contributor Relations Homepage		
Campus Solutions Administrator		
New Homepage 01 📀		

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.

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Cancel		
Add Homepage	Common Settings	Search a Tile Tile name, tile category, or tile keyword →
= API Administration	Show Notifications Panel Yes 🕜	Choose an Existing Tile
= Student Homepage	Selected Homepage Settings	Configuration Specialist >
= Applicant Homepage	Homepage Campus Solutions Administrator	PeopleSoft Applications >
= Contributor Relations Homepage		Update Manager >
= Advisor Homepage	Student Customer Service 📋 C.	ta
Campus Solutions		Run Control Management
Administrator		Fluid Discussions >
= Helpdesk	<u> </u>	General Self Service >
		Student Self Service >
	Recruiting and Admissions	Applicant Self Service >
		CR Administrator Self Service >
	:	Advisor Self Service >
		CS Navigation Collections Demo
	Financial Aid 💼 S	St Activity Guide Composer >
		Form and Approval Builder
Cancel		Personalize Homepage
Add Homepage	Common Settings	en an anna an anna an anna an anna an anna an an
[]	Show Notifications Panel Yes ()	
= Sample2 Homepage		
= Campus Solutions Administrator	Selected Homepage Settings	
= API Administration	Homepage Personalize Homepage	
= Student Homepage		
= Applicant Homepage	Activity Guides 💼 Manage Dashboa	and Danasa 🔿
	Activity Guides 💼 Manage Dashboa	iu rayes
<ul> <li>Contributor Relations Homepage</li> </ul>		
= Advisor Homepage		
= Helpdesk	:	
= Sample homepage		
	Campus Community 💼 Student Rec	cords 💼
Personalize Homepage		
	1	
	8	

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	Personalize Homepage	Save
Add Homepage	Common Settings	
= Sample2 Homepage	Show Notifications Panel Yes 0	
= Campus Solutions Administrator	Selected Homepage Settings	Add Tile
= API Administration	Homepage Personalize Homepage	
= Student Homepage		
= Applicant Homepage	Activity Guides	
= Contributor Relations Homepage		
= Advisor Homepage		
= Helpdesk		
= Sample homepage		
Personalize Homepage	Campus Community	

# 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.

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	layout of the SAIS homepag The Fluid UI provides the users the ability to access SAIS applications across a variety of factors from smartphones to ta to desktopsflaptops. Fluid al provides a common user	s with form blets so	FAQ and User Guide	UP Manila Announcement			My Preferences Help Sign Out		
0	experience on a variety of dev regardless of screen size. Thur this responsive user interface, browser will resize it self depen on device size. Should you prefer to return to the classic model sport, you see the steps in FAQ and Us Guide titles.	use		()					

Personalize Homepage
Publish Homepage
Refresh
New Window
My Preferences
Help
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 was prepared by the Office of the Vice President for Development-Information Technology Development Center (OVPD-ITDC).