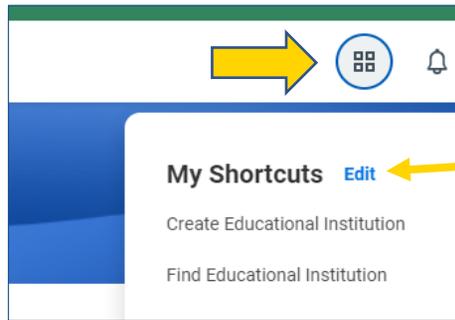


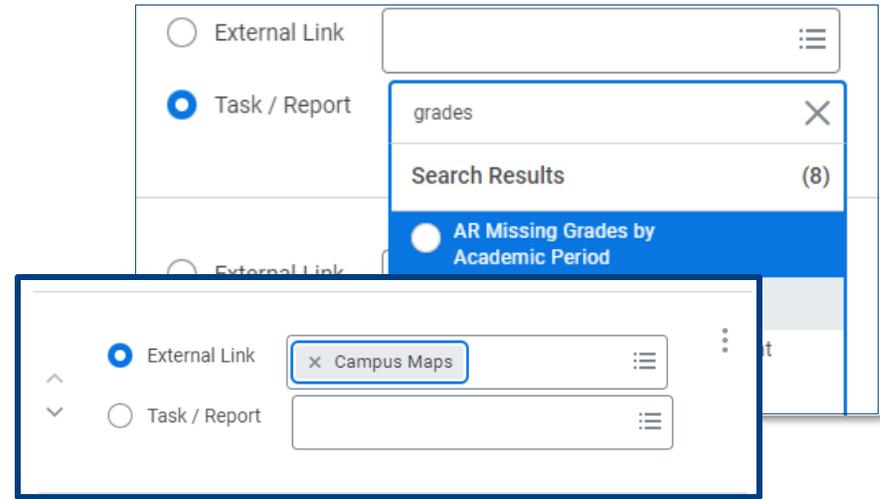
## STUDENT/STAFF/FACULTY

### Create My Shortcut/Quick Access

1. Click the Quick Access icon.
2. Click **Edit**.
3. Click **+ Add**.



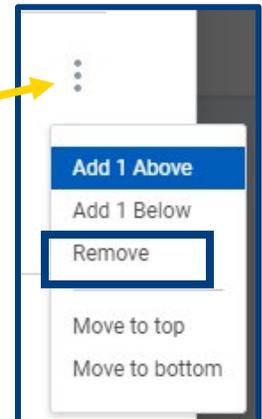
4. Search for the Task/Report or External Link.
5. Select. Repeat for other Tasks/Reports or External Links.



6. Click **OK**.
7. A Pop-up window with a green check-mark will display showing that the process is complete.
8. Now, click on the Quick Access icon to view the new Task/Report or External Link under *My Shortcuts*.

### Delete My Shortcut/Quick Access

1. To delete, Click the vertical ellipses
2. Click Remove.
3. Click **OK**.



**Note:** External Links will display with a New Tab icon.

