

MyDTCC – Module Customization and Portal Personalization

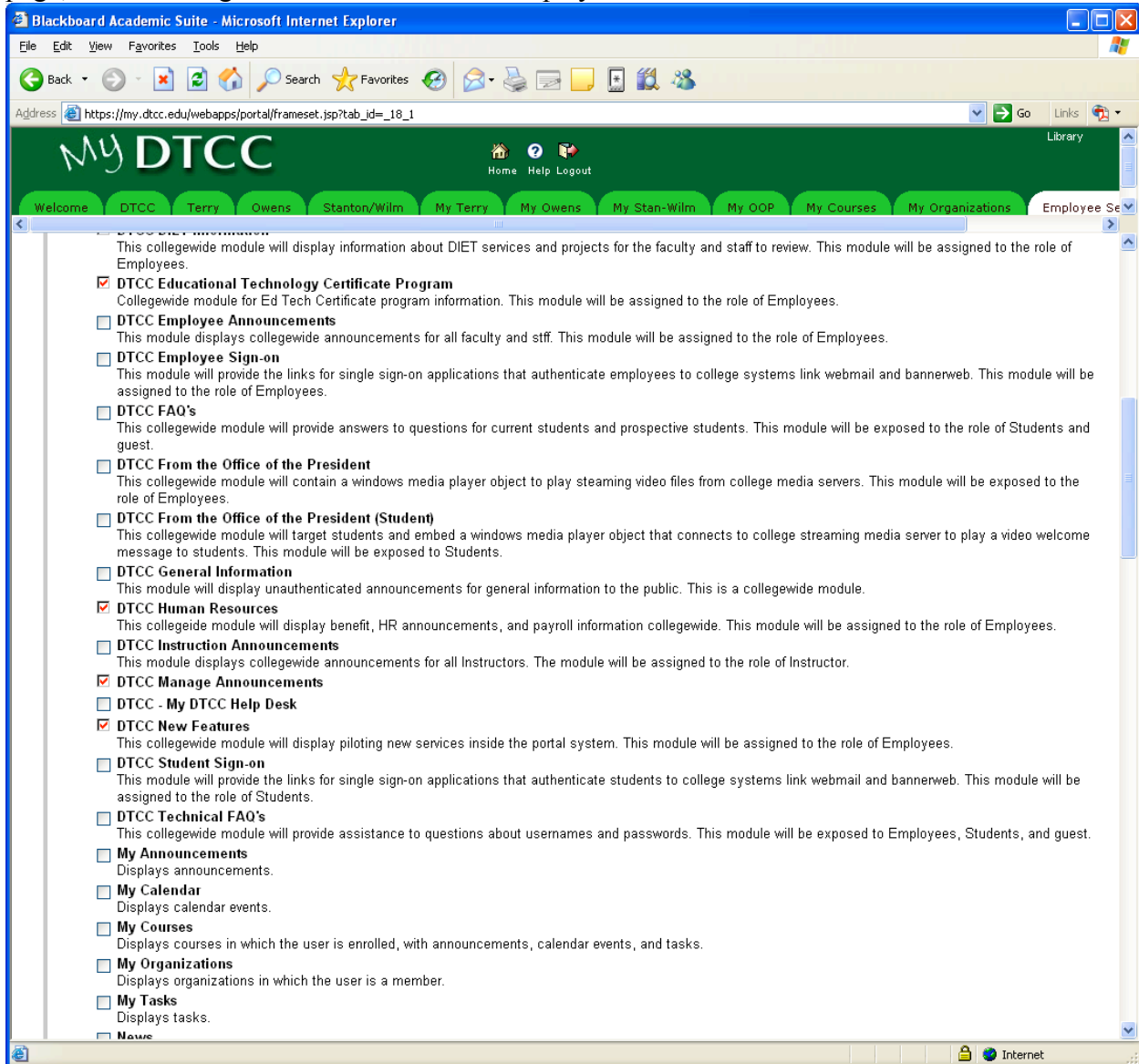
MyDTCC offers the ability for you to customize and personalize the ‘look and feel’ of the portal. Modules may be added or deleted, or their position on the page may be changed (customization). Pages, such as your campus, courses or organizations, Employee Services and the Help Center may also be modified in terms of the color palettes used (personalization).

Following are instructions and samples of the types of customization and personalization you can do. There are some pages and modules that can not be changed, and that is for consistency and because the content is deemed more important.

The ‘Modify Content’ and ‘Modify Layout’ buttons in the upper right corner of the page below the tabs are what you use to modify the modules that appear and where, and to change the color palette and appearance of the page respectively.

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Selecting the ‘Modify Content’ option allows the addition or deletion of modules to a given page; the following list of modules will be displayed.

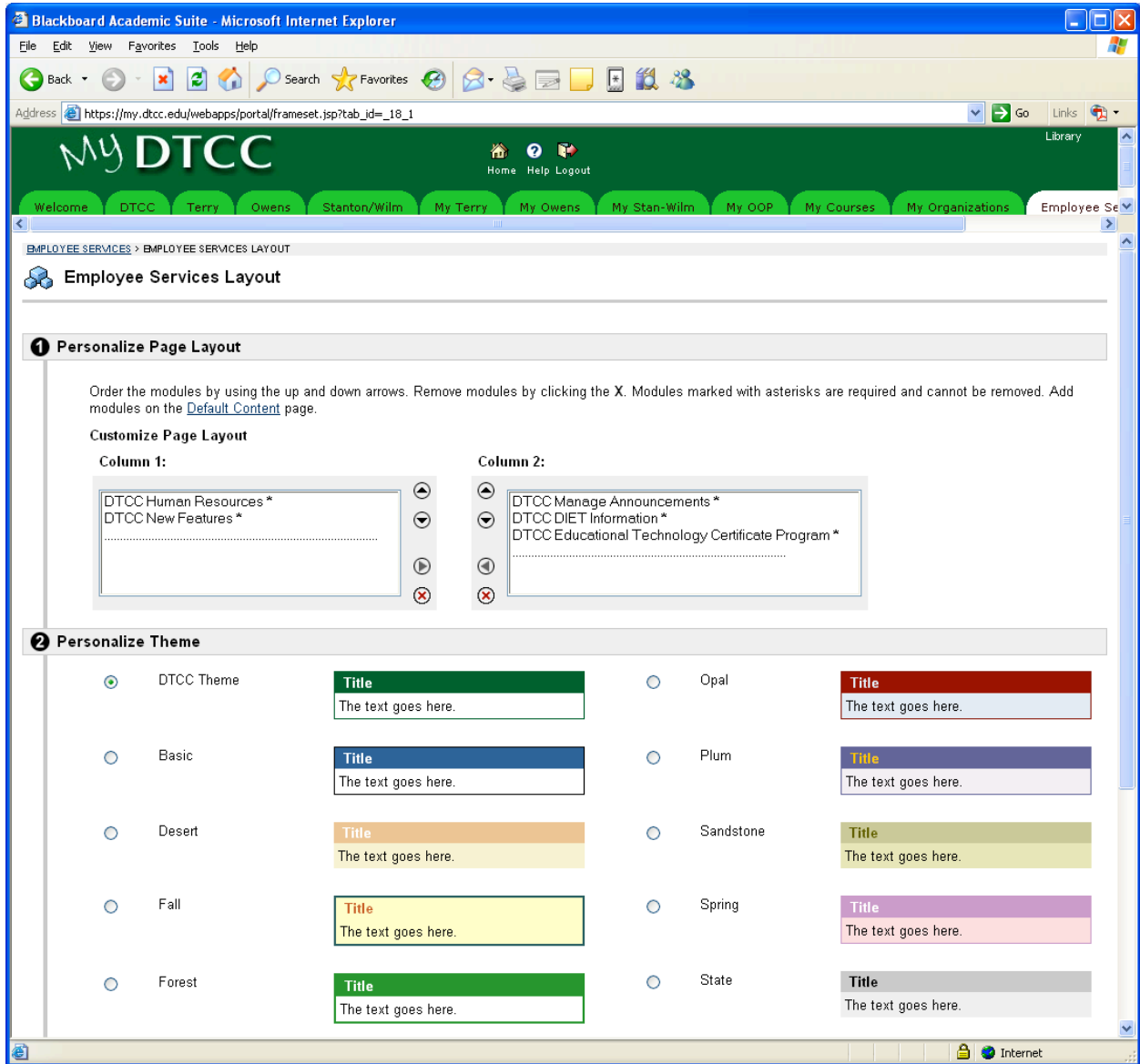


Simply add or remove modules by checking or un-checking the module; modules with a red checkmark can not be removed.

As always, click ‘SUBMIT’, and then ‘OK’ on the confirmation page for the changes to take effect.

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Selecting the ‘Modify layout’ option allows modules to be repositioned or removed on that given page; the following types of options will be displayed.



In ‘1 – Personalize Page Layout’ simply click on a module and through the use of ‘arrow’ keys move the module up or down, or left or right, in its position. In the second section, ‘2 – Personalize Theme’ you can select the color theme for that page.

As always, click ‘SUBMIT’, and then ‘OK’ on the confirmation page for the changes to take effect.