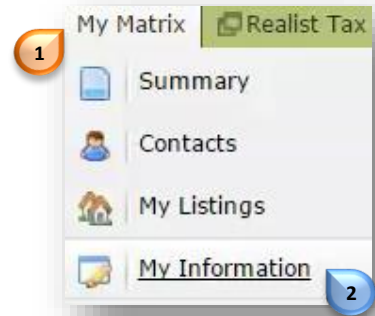
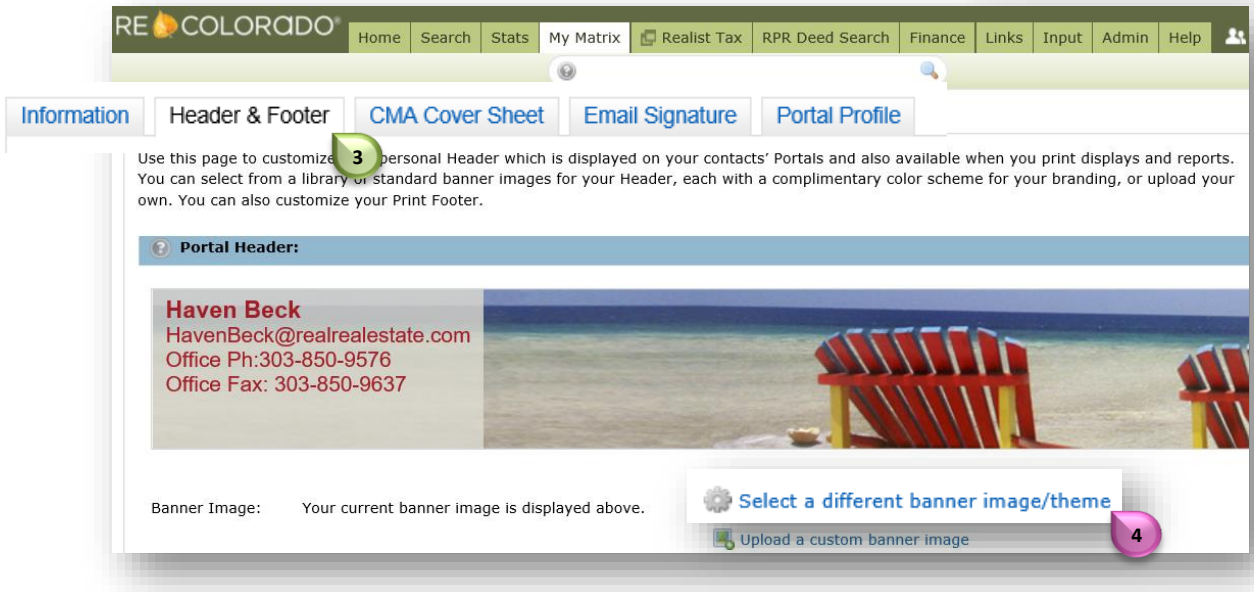



Change a Portal / Report Header

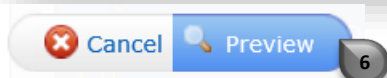
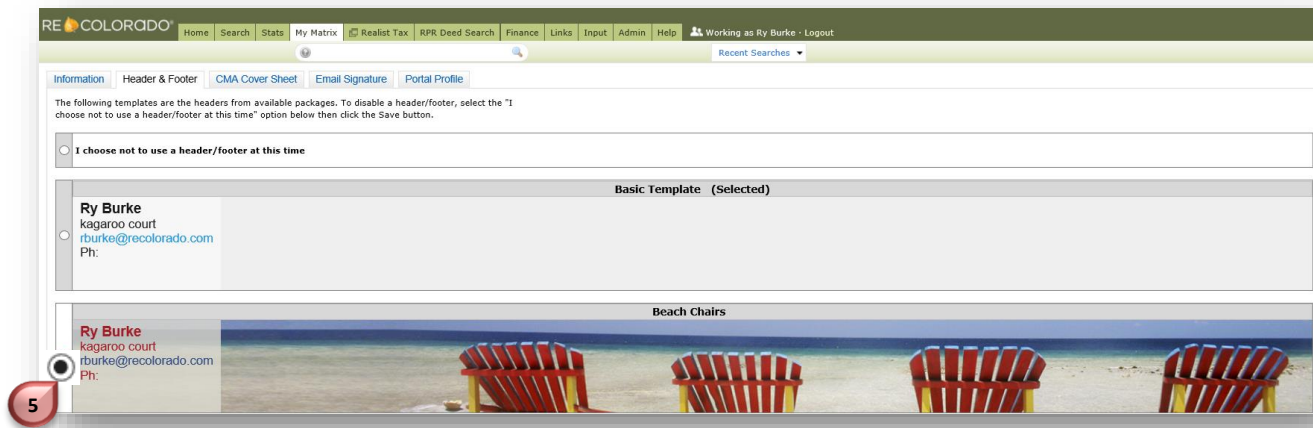
Hover over **“My Matrix”**  and select **“My Information”** 



Select **“Header & Footer”** 

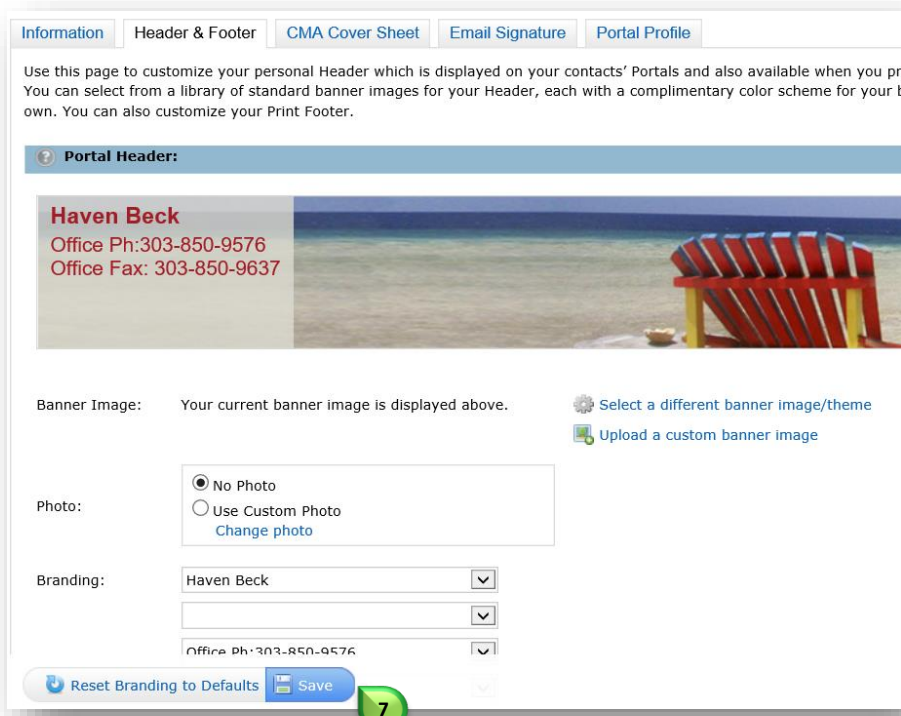


Click **“Select a different banner image/theme”**  to start the selection process over



Select a header by clicking the “radio button” ⁵ next to the header of interest

Scroll to the bottom of the page and click “Preview” ⁶



Click “Save” ⁷ to keep the selected banner