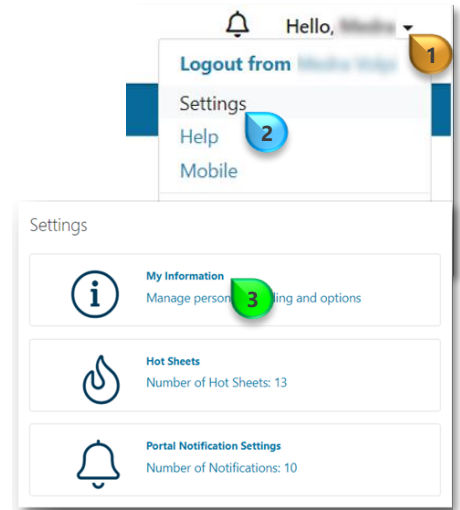


# Customize Portal Greeting

Click the *expand collapse* arrow next to your name **1**

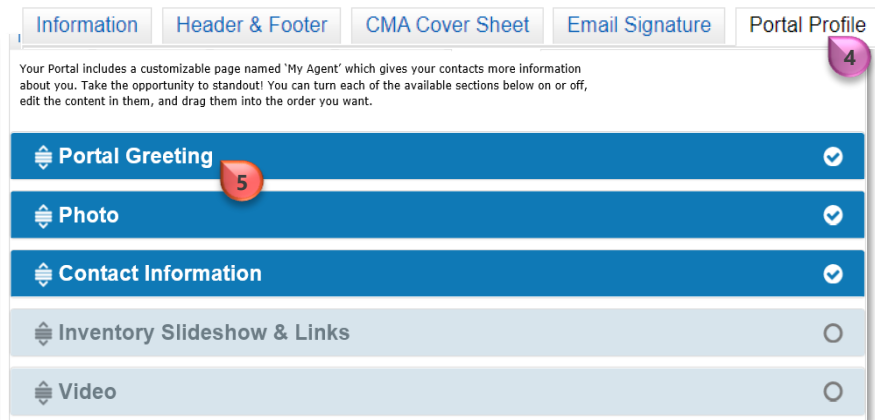
Select **"Settings"** **2**

Click **"My Information"** **3**



Click **"Portal Profile"** **4**

Click **"Portal Greeting"** **5**

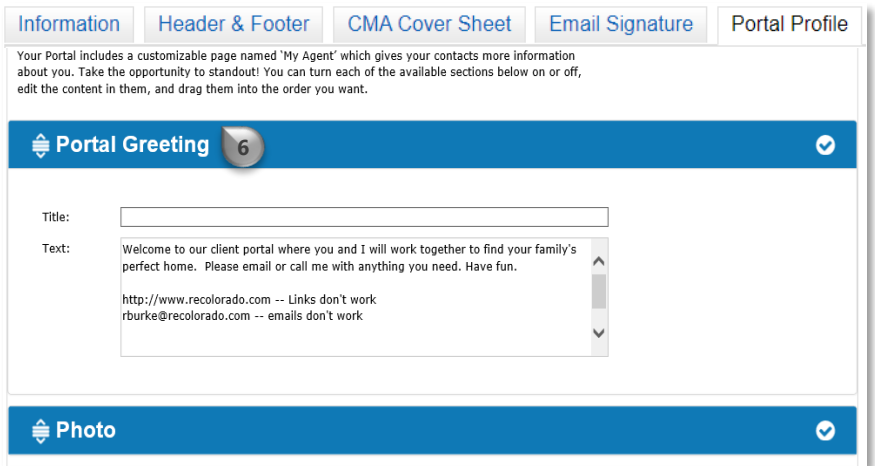


The **Portal Greeting** section expands **6**

Enter the desired information in the **"Text"** field

**Note:** Active links *will not* work

**Note:** Graphics *cannot* be included



Click **"Save"** **7**

