Adding a MyIIT Channel

1. Log in to the MyIIT Portal (my.iit.edu)

   ![Login Form]

   Username:
   Password:

   [Login] [Clear] [Forget Password?]

2. Click on “Content Layout” link in the upper left hand corner

   ![Content Layout]

   Welcome Any Account
   You are currently logged in.

   Welcome Academics Student Life Finances Teaching Work

3. Click on the Tab on which you would like to add the new Channel.

   ![Tabs]

   The current tab is indicated with shading

4. To add a channel, click on the "New Channel" button where you want it to be placed

   [New Channel]
5. To select a category, choose “Select All” option from the drop down menu and then click on the “go” button.

**Warning:**

Steps for adding a new channel:

1. Select a category:
   - Armour
   - Auto-Published
   - Banner Channels
   - Chicago - Kent
   - Human Resources
   - Libraries
   - Money Matters
   - myIIT
   - News
   - Off Campus
   - OTS
   - Research Tools
   - Services
   - Sports
   - Stuart
   - Student Life
   - Transportation
   - Work Tools

   ![Select All dropdown menu]

   ![go button]
6. To select a channel, choose the “Workflow Worklist” option from the drop down menu

**Warning:**

Steps for adding a new channel:

1. Select a category:
   - Select All

2. Select a channel:
   - Category: All
     - Word of the Day
     - Workflow Processes
     - Workflow Worklist
     - Your Money

3. Add the selected channel:

   - Cancel and return

7. Click on the “Add Channel” button

8. To move a channel, click the arrow pointing in the direction you want it to move

9. Return to the Portal by clicking the “Back to ____ Tab” located in the upper left hand corner

10. To remove a channel, click on the "X" button within its colored bar