**How to customize your dashboard**

**(Employees)**

**Step 1:**

Log on to **https://my.csustan.edu/**

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**Step 2:**

Select “Add Dashboard”

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**Step 3:**

To add the Dashboard create a name, then select to copy the Employee Dashboard. (To create a blank dashboard, leave blank) Click Insert.

**Step 4:**

Once the Dashboard is created its name should be on the top left side of the page

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**Step 5:**

Select the top yellow icon to customize your dashboard

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**Step 6:**

Tools for the entire Dashboard

1st- Adding Widgets

2nd- Edit Dashboard

3rd- Save Changes

4th- Delete the page

5th- undo the change

**Step 7:**

Tools to move/change Widgets

1st- Reload widget content

2nd- Change widget location (Use this tool to move each one in preferred areas. In order for it to be moved, you must left click on the mouse and hold while moving the widget)

3rd- Collapse Widget

4th- Edit the widget configuration

5th- Make it a full screen widget

6th- Remove the Widget

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**Step 8:**

To add a Widget click on the  Icon



Each section offers different widget options



Select one and it will appear on the portal

**Step 9:**

Move the widget in the preferred location by selecting the move tool. (Left click on the mouse and hold to move the widget)



**Step 10:**

Once the dashboard is complete, select the Save button at the top right

