



Changing the Banner

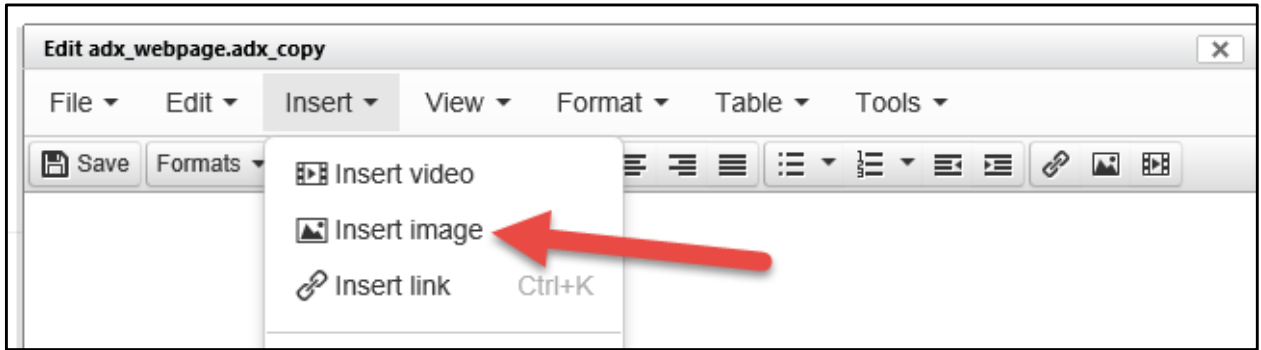
After completing this guide you will be able to update your web portal banner, often referred to as the “hero” banner.

How to Change the Banner

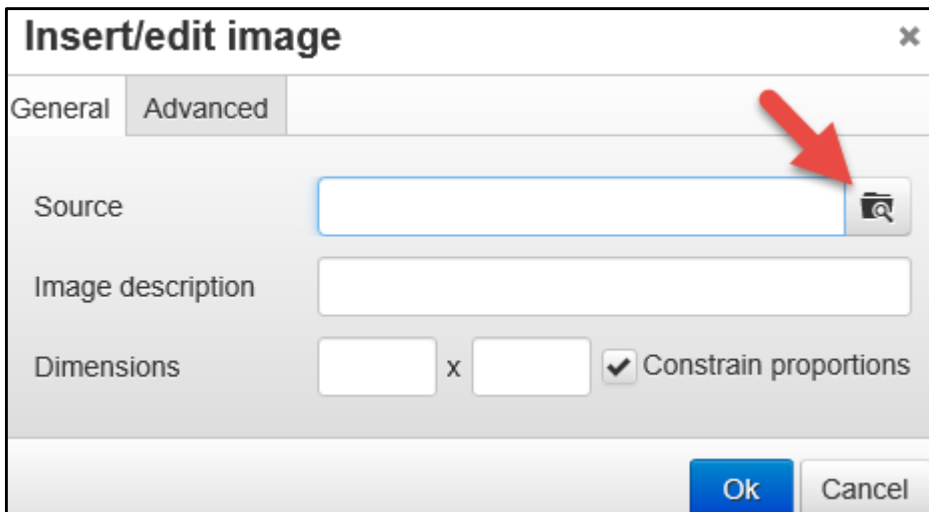
- 1) Login to your Portal as an Administrator.
- 2) Hover over the current banner and click Edit.



- 3) Remove the current banner.
- 4) Click Insert and select Insert Image.

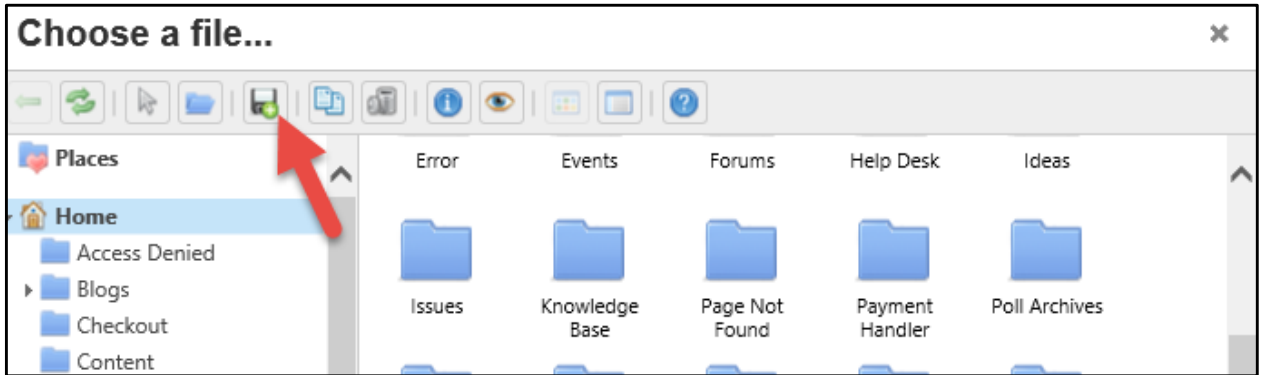


- 5) Click Browse.

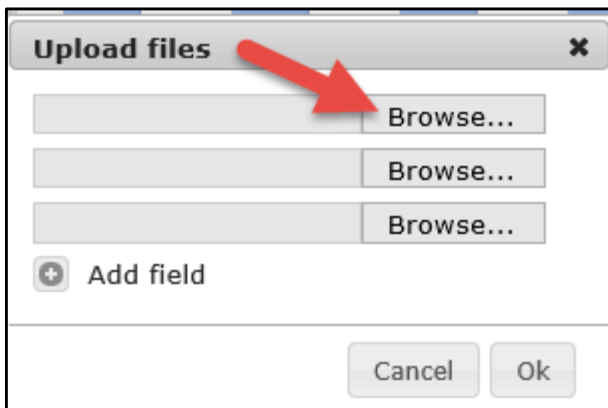


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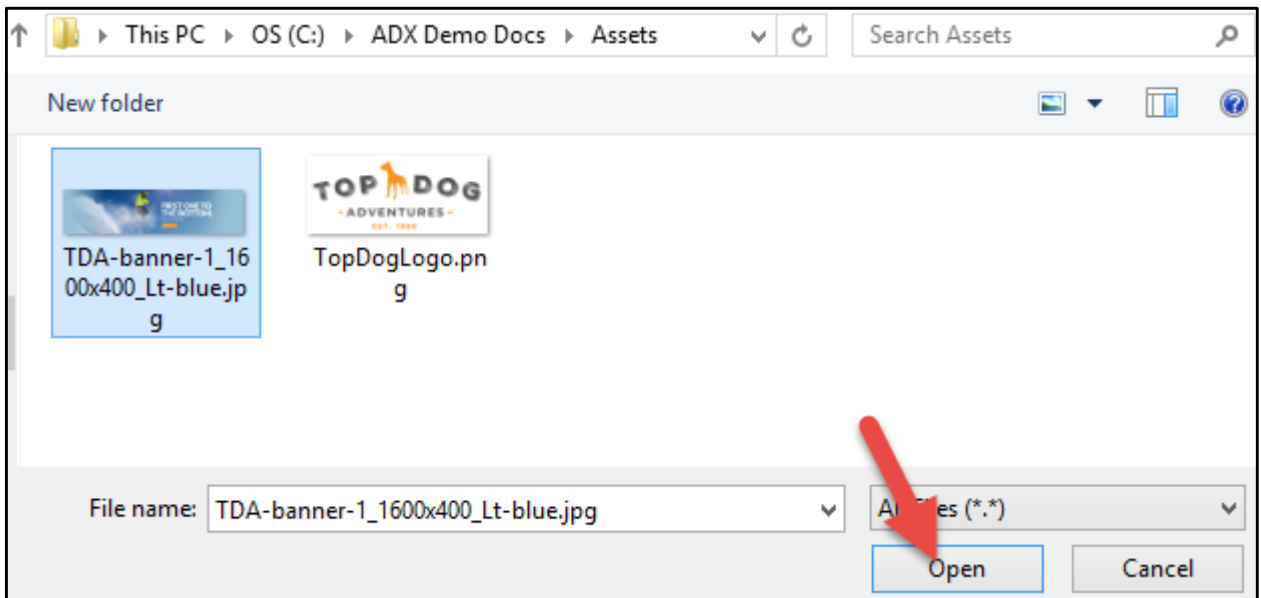
6) Click Upload File.



7) Click Browse.

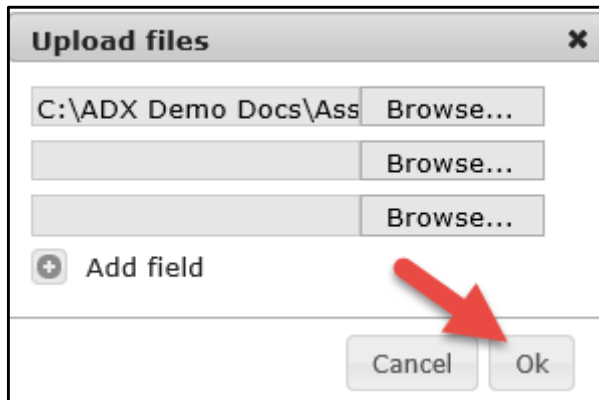


8) Select the image you would like to use as a banner and click Open.

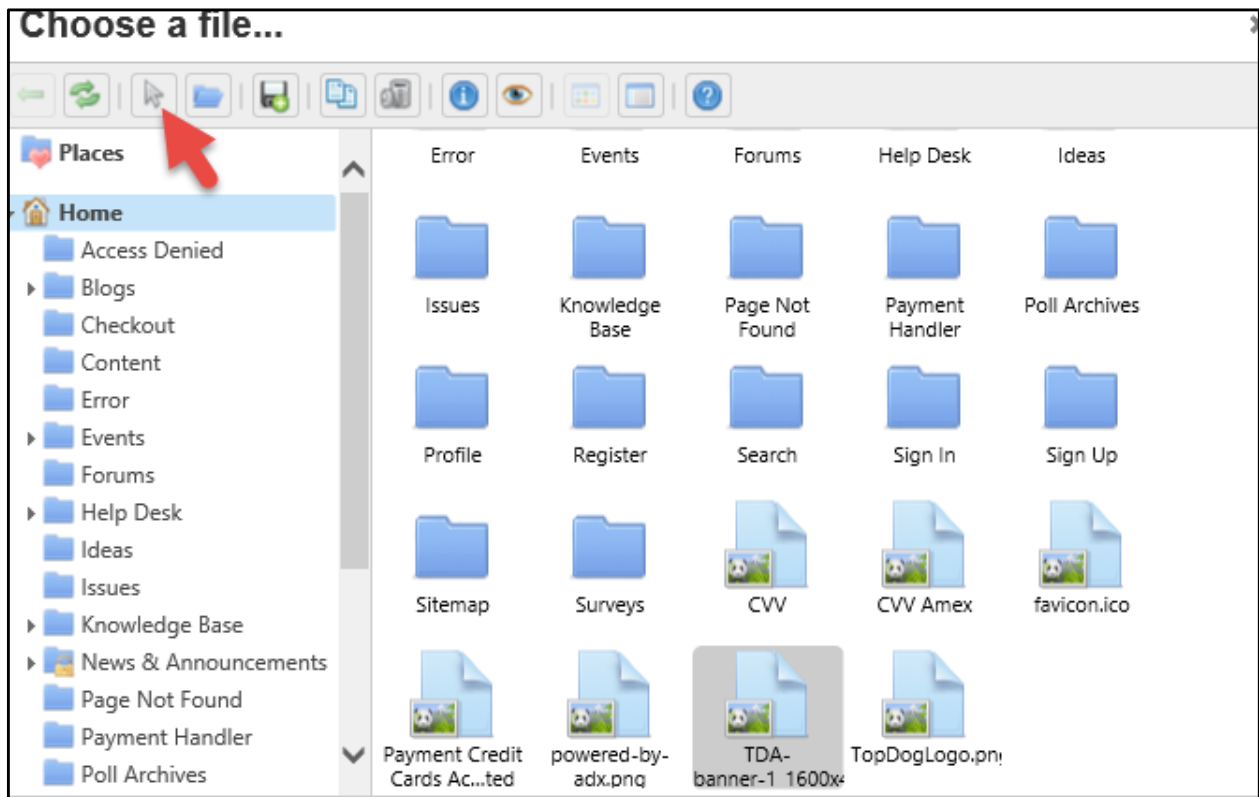


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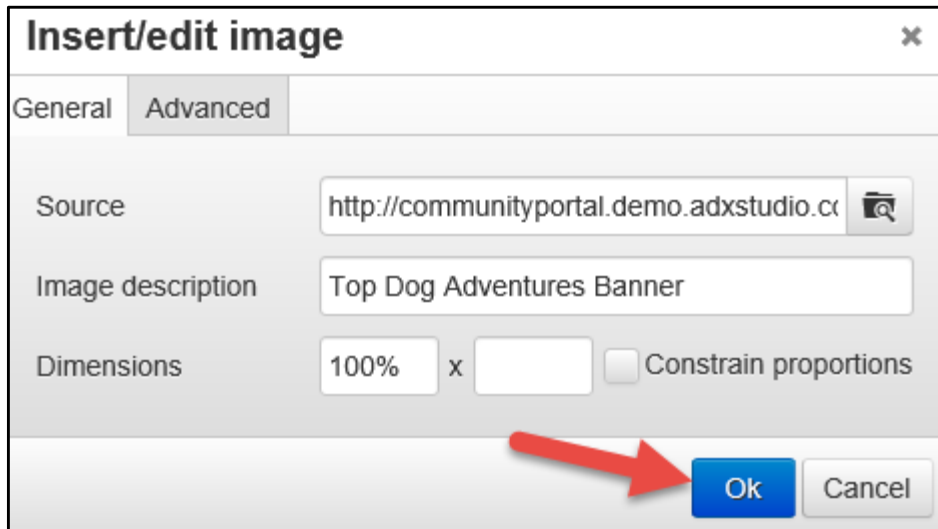
9) Click OK.



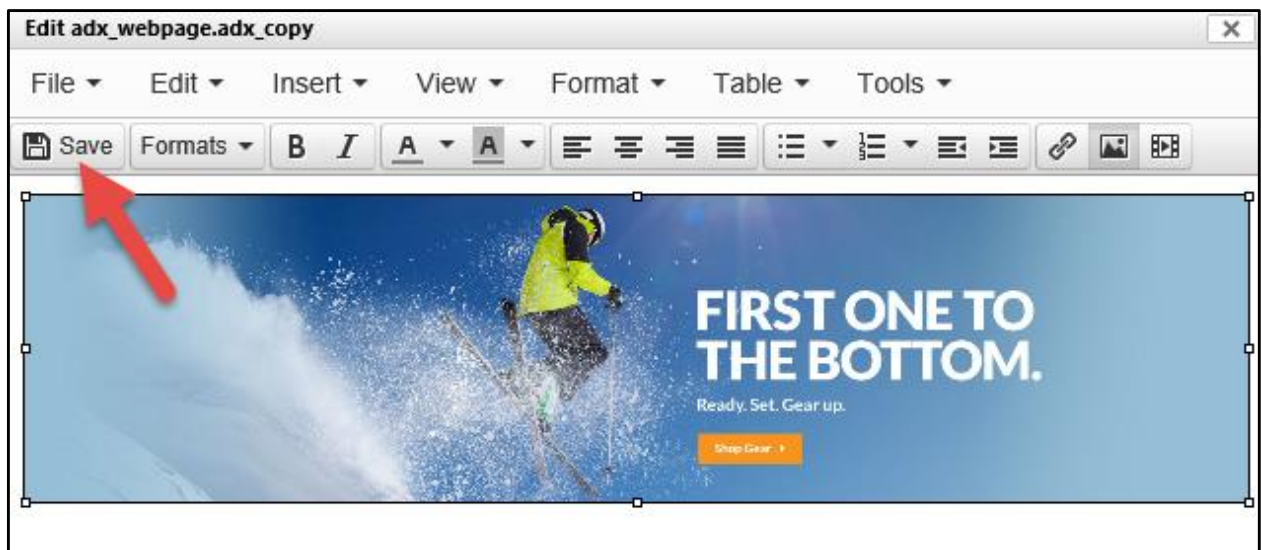
10) Select the image you just loaded and click Select File.



11) Enter description, enter the appropriate size for your banner, and click OK.



12) Click Save.



Your Portal now has a custom banner.

This concludes the *Changing the Banner* guide.

Please proceed to the *Updating the Primary Navigation* guide.