

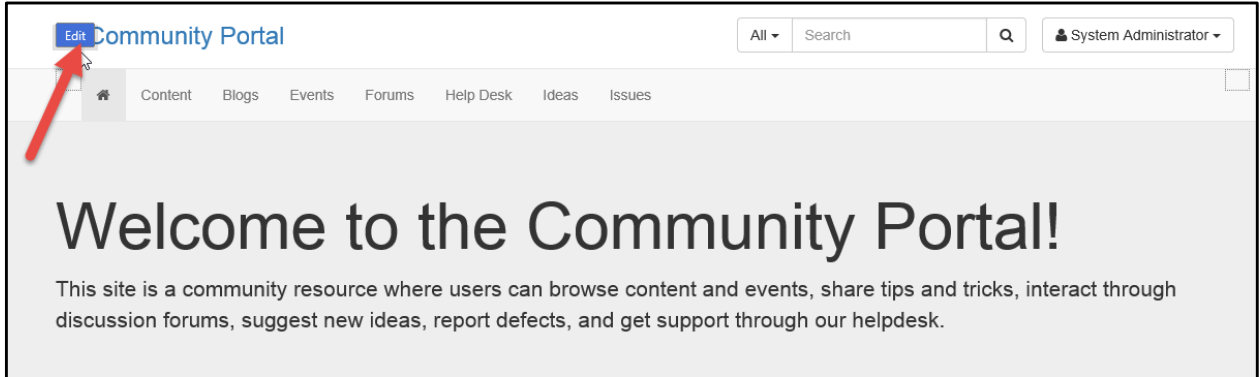


Changing the Header and Footer

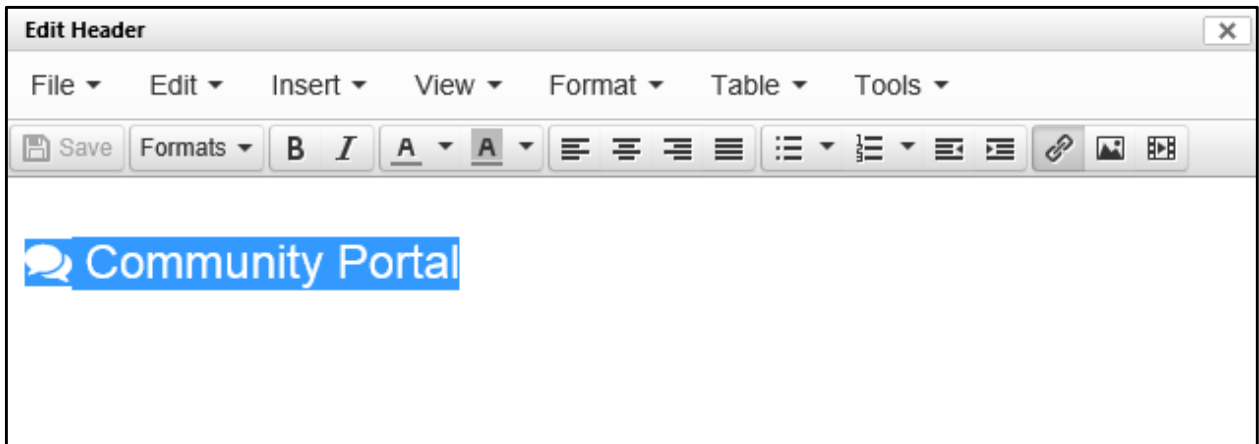
After completing this guide you will be able to update your web portal header and footer.

How to Change the Header and Footer

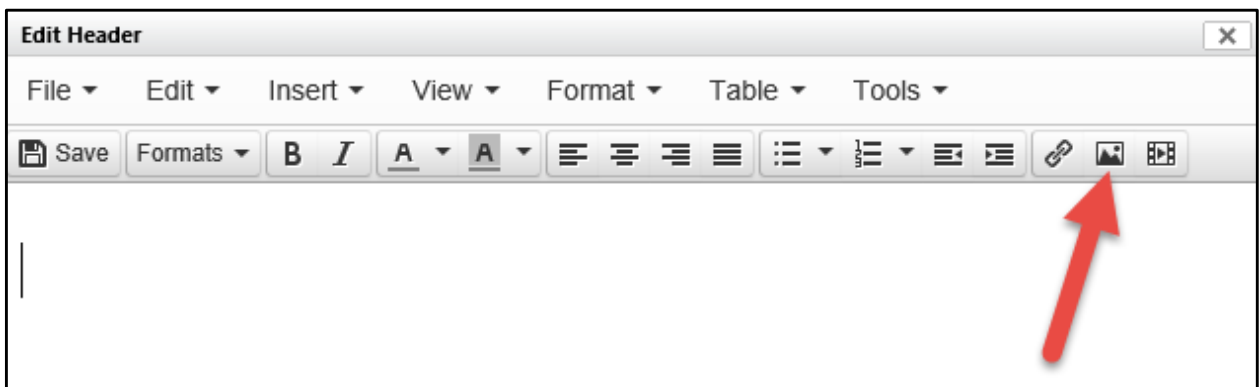
- 1) Login to your Portal as an Administrator.
- 2) Hover over the current logo and click Edit.



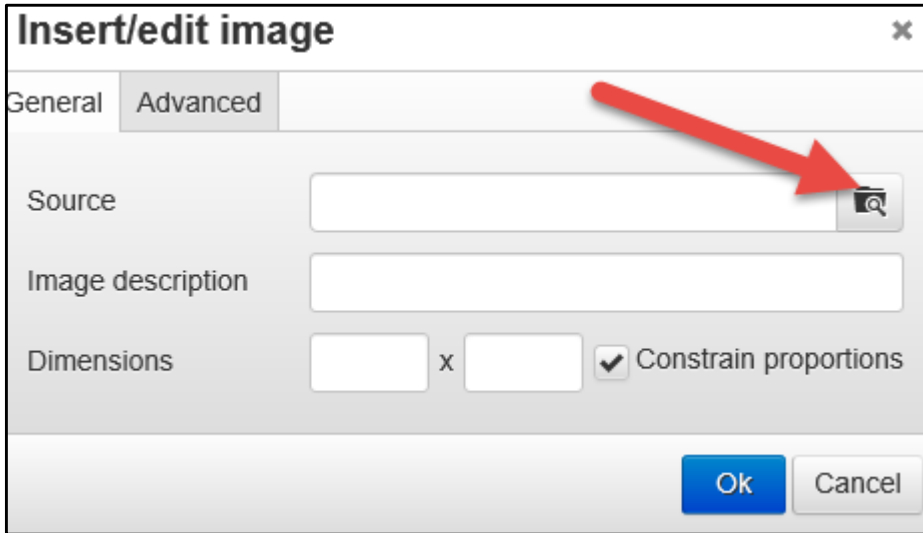
- 3) Remove the current logo and header.



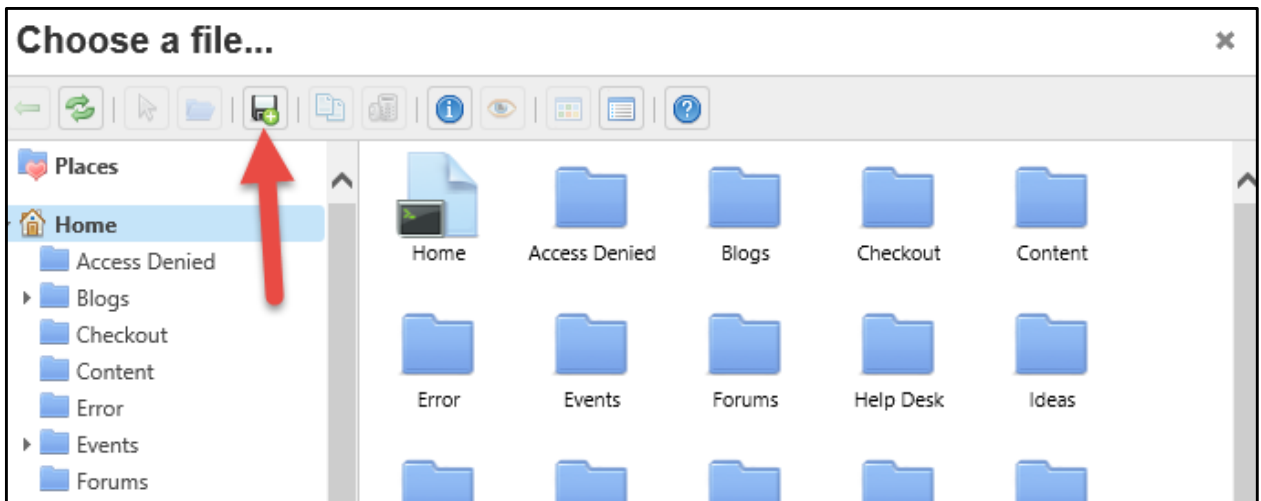
- 4) Click Insert/Edit Image button.



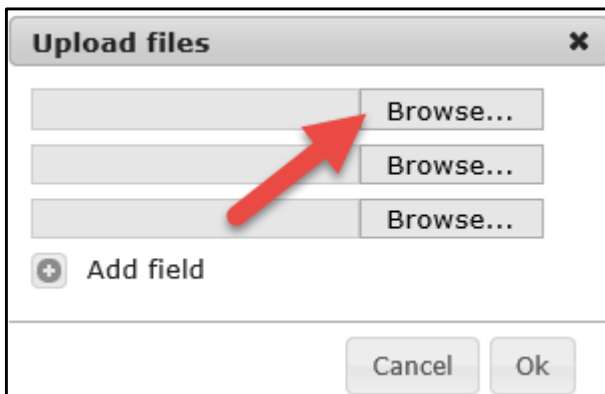
5) Click browse.



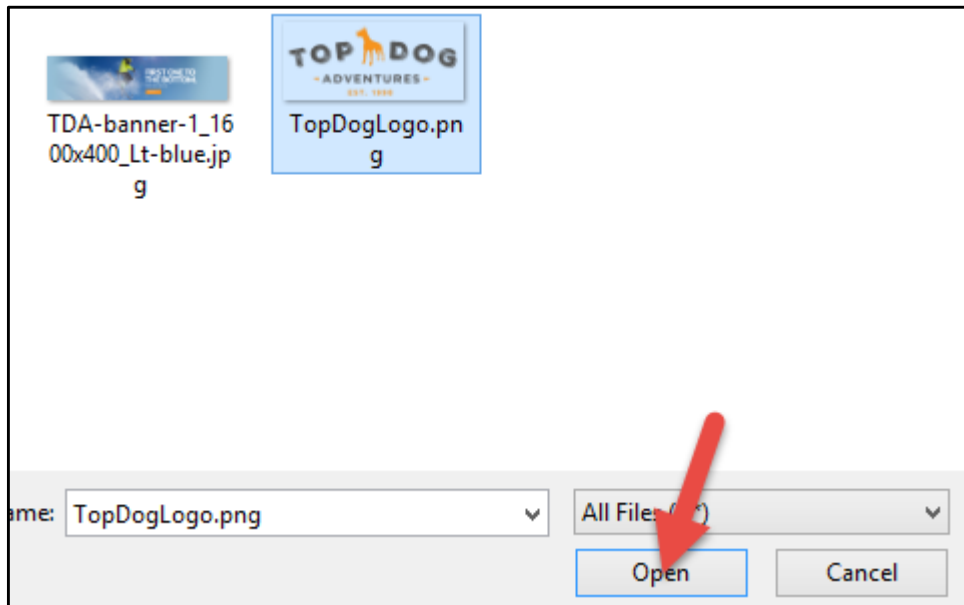
6) Click Add.



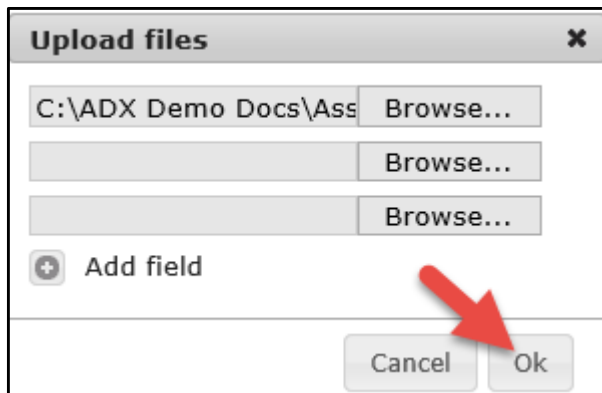
7) On the Upload Files dialog, click Browse.



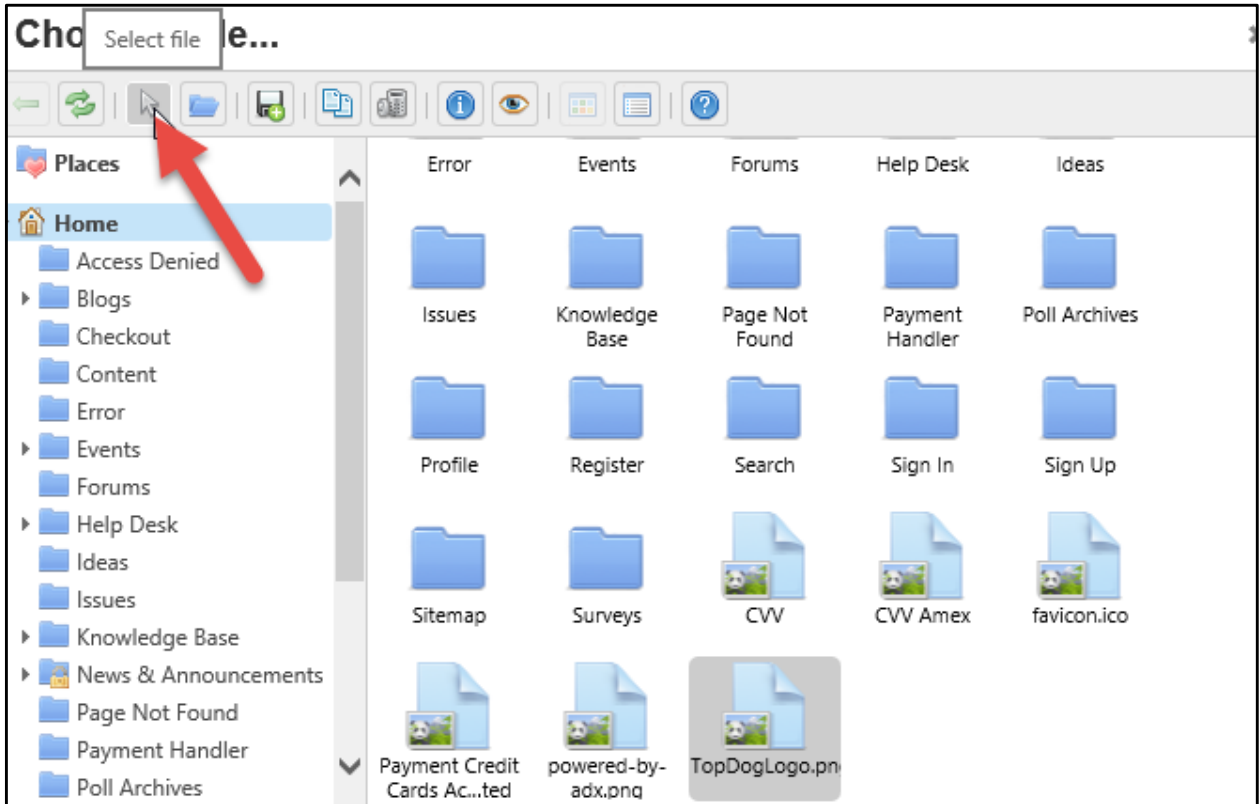
8) Locate and select your custom logo, then click Open.



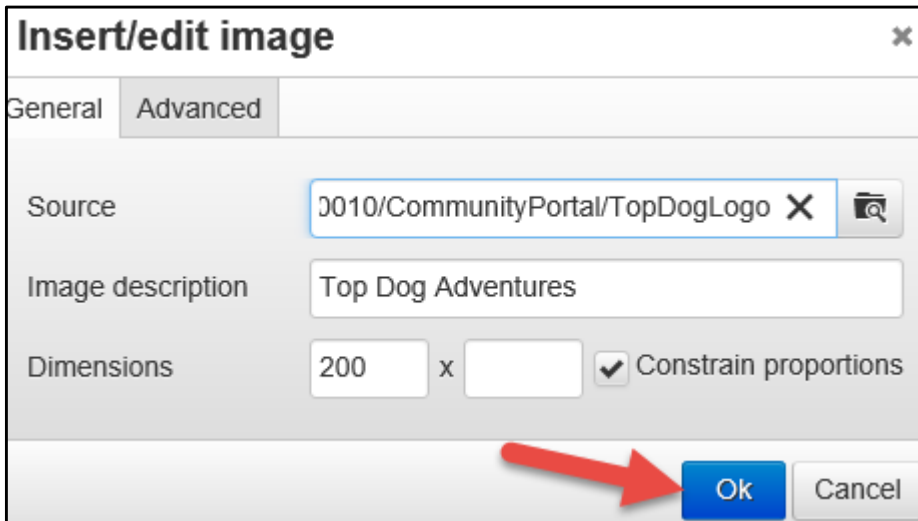
9) Click OK.



10) From the Choose a File dialog, select your new logo and click Select File.

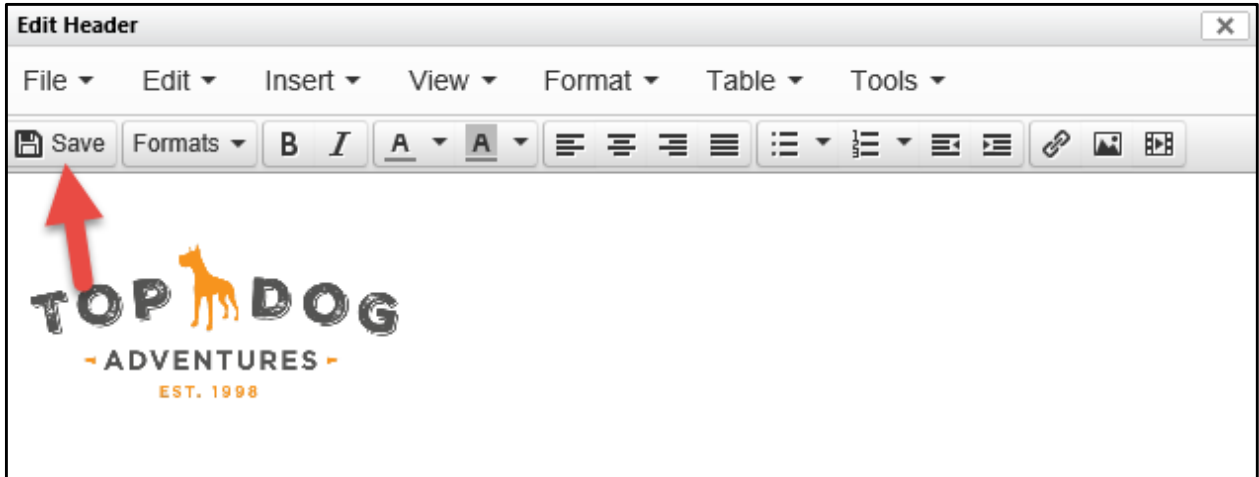


11) Enter the desired size for your logo, enter description, and click OK.

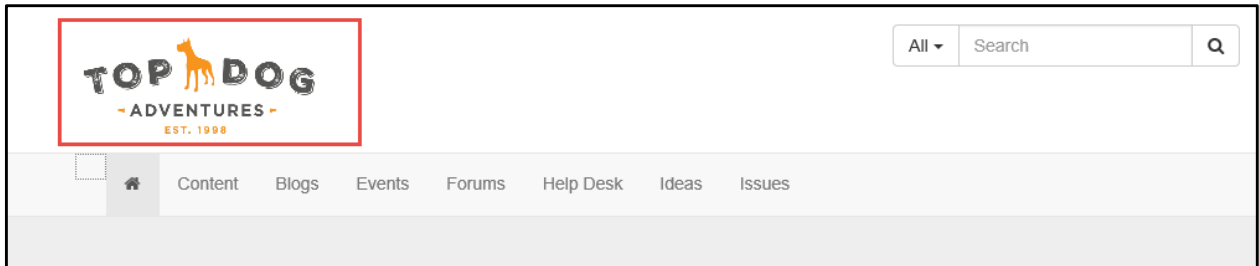


12) Click Save.

Changing the Header and Footer

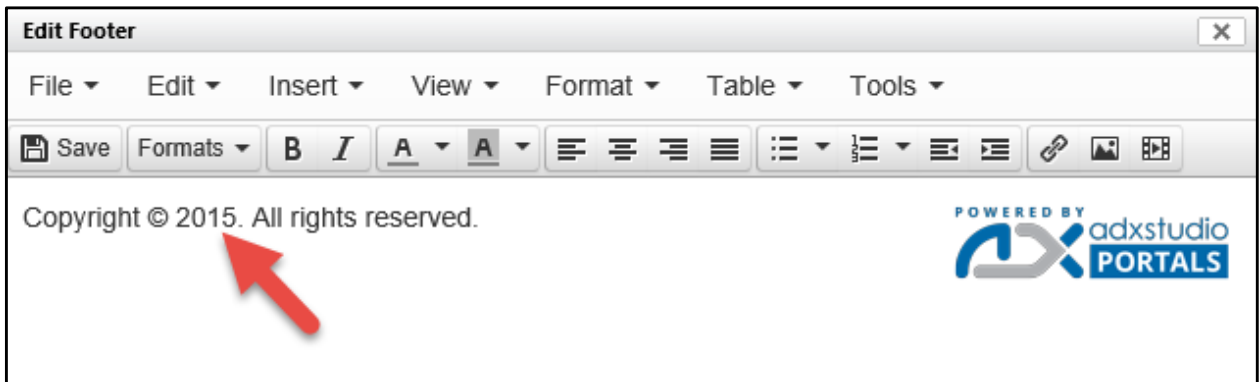


Your Portal is now using your new custom logo.

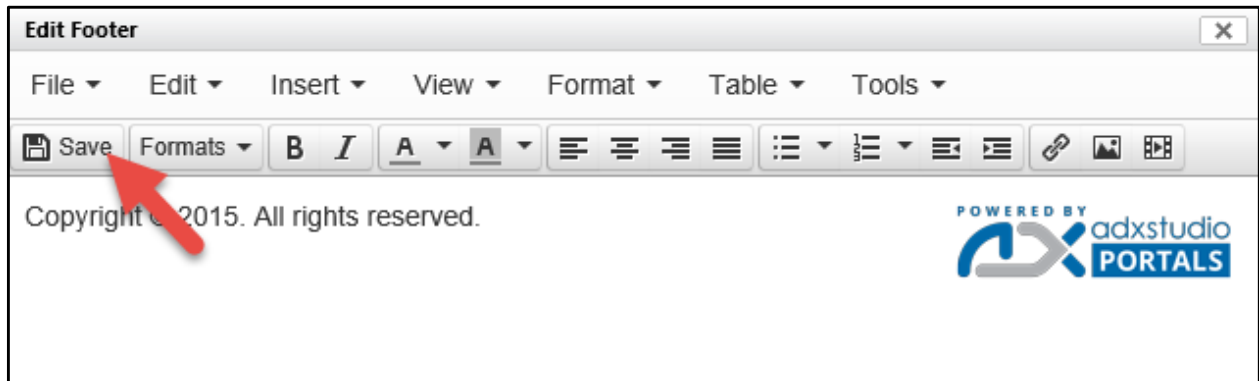


13) You will now edit the Footer. Hover over the Footer area and click Edit.

14) Change 2014 to 2015. You may make any other changes to the Footer.



15) Click Save.



16) Your Portal Footer is now updated. The Header and Footer will be used throughout your Portal.



This concludes the *Changing the Header and Footer* guide.

Please proceed to the *Changing the Banner* guide.