• Tabs on the *MyHSPH* portal are divided into columns.
Add Columns to the My Portal Tab (1 of 5)

#1: Click “Content Layout” in the upper left corner of the MyHSPH portal
Add Columns to the My Portal Tab (2 of 5)

#2: Select the **My Portal** tab

![Image of My Portal tab selection](image-url)
#3: Click “Add Column”
Add Columns to the My Portal Tab (4 of 5)

#4: You will then be prompted to select column widths

*Column Width Suggestions:
-2 columns: 50% & 50%
-3 columns: 33%, 33%, 34%

Note!: Be sure to include the % sign
Add Columns to the My Portal Tab (5 of 5)

#5: Press “Submit”
Add Columns to the My Portal Tab

Congratulations you have now added a new column! Click “Back to ‘Home’ Tab” to view your new column.

Manage Content/Layout

Options for modifying Preferences:

- **Tabs:** To add a tab, click the “Add New Tab” button. To move a tab, click the arrow points.

- **Channels:** To add a channel, click on the “Add Channel” button where you want it to be placed or the edit button within its colored bar. To remove a channel, click on the “X” button.

- **Columns:** To add a column, click on the “Add Column” button where you want it to be placed, or click its “Select Column” button.