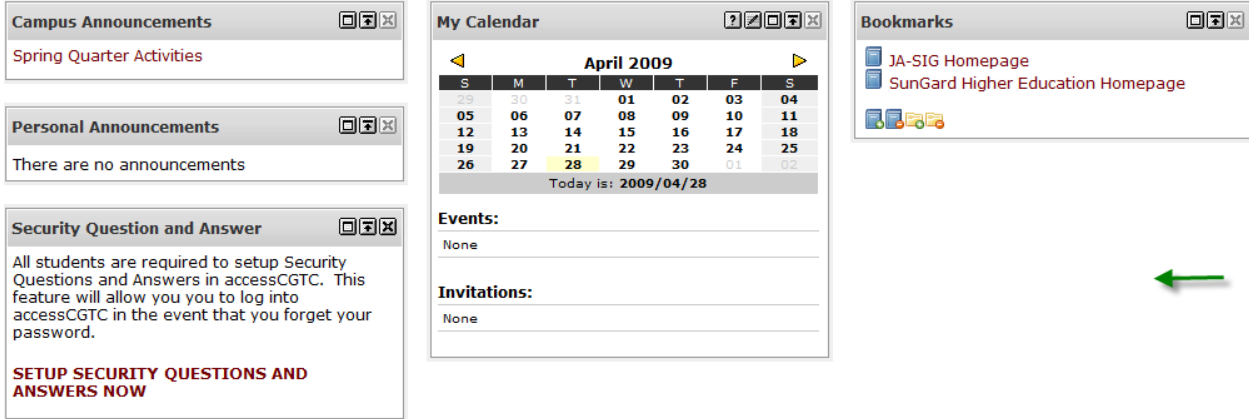


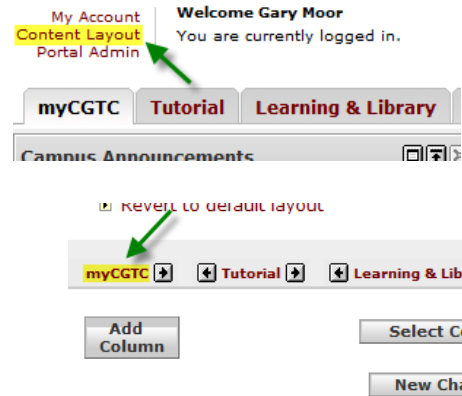
# How to Add Twitter–CGTC (or any other available custom channel) to accessCGTC

1. After logging in to accessCGTC, decide where – *that is, on which tab (page) and in what location (column and row)* – you would like the new channel.

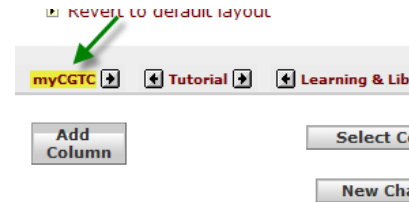


For the purposes of this illustration, we will add the Twitter–CGTC channel to the third column of the myCGTC tab under the Bookmarks channel (where there seems to be ample space).

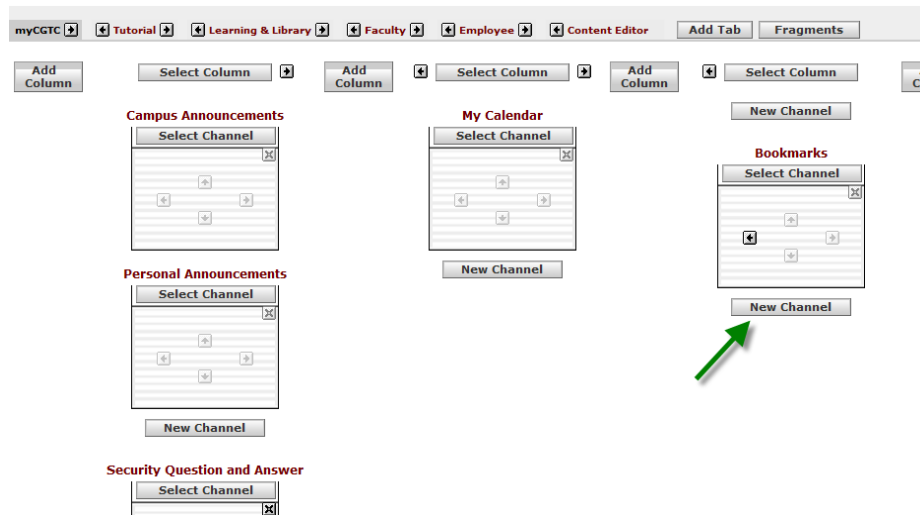
2. Click on **Content Layout** to bring up the **Manage Content / Layout** screen.



3. In the **Manage Content / Layout** screen, select the name of the tab you wish to modify.

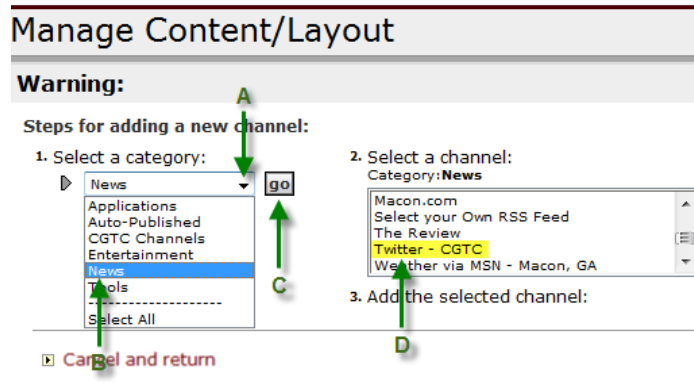


4. Click the **New Channel** button located closest to where you want your new channel. In this case, you would click the **New Channel** button under the Bookmarks channel.

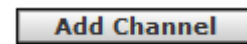


5. The next screen will take you through the step-by-step process to add a channel.

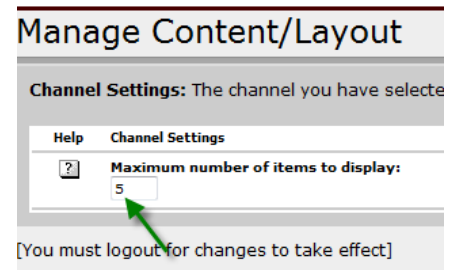
- A. Click the dropdown arrow.
- B. Select the channel category.
- C. Click the go button.
- D. Select the desired channel.  
(In this case, you would select Twitter-CGTC.)



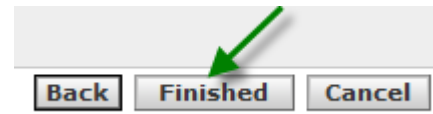
6. Click the **Add Channel** button on the right of this screen.



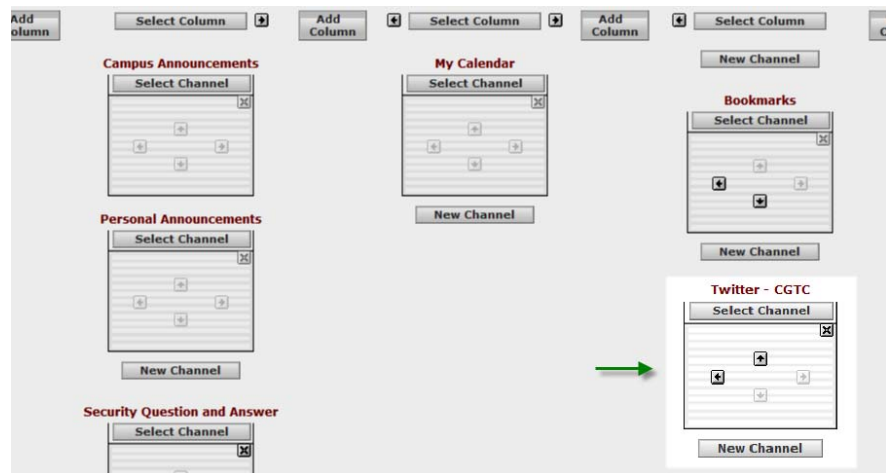
7. Some channels may present you with an additional screen that allows you to further modify the settings. For the Twitter-CGTC channel, you may change the maximum number of items to display.



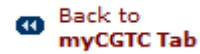
8. Click the **Finished** button.



9. The next screen will show that your new channel has been added to the layout.



10. Click **Back to myCGTC Tab** at upper left to leave the content layout manager.



11. Your new channel has been added in the location you specified.

The screenshot shows a dashboard with several widgets:

- Campus Announcements:** Spring Quarter Activities
- Personal Announcements:** There are no announcements
- Security Question and Answer:** All students are required to setup Security Questions and Answers in accessCGTC. This feature will allow you you to log into accessCGTC in the event that you forget your password. **SETUP SECURITY QUESTIONS AND ANSWERS NOW**
- My Calendar:** April 2009 calendar grid. Today is 2009/04/28. Events and Invitations are listed as "None".
- Bookmarks:** JA-SIG Homepage, SunGard Higher Education Homepage
- Twitter - CGTC:** Twitter updates from Central Georgia Tech / CGTC. The tweets include:
  - CGTC: New Year Financial Aid Application Deadline 04/30 (Sum '09 - Spr '10)** <http://tinyurl.com/cm7pqt>
  - CGTC: New Year Financial Aid Application Deadline 04/30 (Sum '09 - Spr '10) <http://tinyurl.com/cm7pqt>
  - CGTC: Career Fair tomorrow, April 23, 1-4 PM, for students only, Food Court, I Bldg. Over 25 companies present. Bring your resume and dress well.**
  - CGTC: Career Fair tomorrow, April 23, 1-4 PM, for students only, Food Court, I Bldg. Over 25 companies present. Bring your resume and dress well.
  - CGTC: SGA with the Arbor Foundation will plant trees in honor of Earth Day, April 22.** <http://www.centralgatech.edu/studserv/services/signup1.cfm>

A green arrow points from the "SETUP SECURITY QUESTIONS AND ANSWERS NOW" button to the first tweet in the Twitter widget.

Note: Certain channels may require you to logoff and then login again before they can function properly.