

## Helpful Tips

The myMICA portal now offers several ways to find and access the pages you need:

### *myMICA Header Navigation*

When you login to myMICA, you'll notice right under the color header "**MYMICA**," a slash, and then one or more drop-down menus. If you have one role at MICA (staff, faculty, student, alumni, etc.), you'll see one drop-down menu. If you have multiple roles at MICA (e.g. staff and alumni), you'll see a drop-down for each of your roles. Pages you have access to in myMICA will appear in your drop-down(s).

### *Explore MICA Navigation*

You can also see all the pages available to you through the Explore MICA navigation. When you're logged into myMICA, click "**EXPLORE MICA**" in the main navigation. Then click "**MYMICA**"

### *Customized List of Tools*

If you have pages and resources in myMICA that you access on a regular basis, you can build a custom menu of links to these pages. To do this, follow these instructions.

#### **How to Create a Bookmark in myMICA:**

1. Login to myMICA at [www.mica.edu/mymica](http://www.mica.edu/mymica), using your MICA login and password
2. If you have any existing bookmarks, you'll see them listed under "**Jump to the tools you use most.**"
3. Navigate to the page on the website that you wish to bookmark
4. Click the "**BOOKMARK**" button at the top right of the page
5. Navigate back to your myMICA landing page by clicking "**MYMICA**" in the navigation bar

You should now see a link to that page listed under "**Jump to the tools you use most.**" Please note: this feature will only work when you are logged in to myMICA.