Access and Customize Your MaineStreet Portal Page

The MaineStreet Portal provides a single point of access to information, tools and resources specific to your role in the University of Maine System (UMS) as a faculty member, staff member, current student or applicant for admission to a UMS campus. What you see on your Portal page depends on your affiliation with UMS. Examples of Portal page items are:

- **Enterprise Menu** – Links to the MaineStreet applications required for your work.
- **MaineStreet News** – Where you’ll find updates and important announcements, links to the Employee update newsletters and helpful hints.
- **Employee Self-Service** – Where employees enter hours worked, vacation and sick leave, view and update personal information and view paychecks.
- **Student Self-Service** – Where students view and update personal data and where applicants for admission check the status of their application.
- **Training Tools & Materials** – Where employees access documentation and online demos about how to use MaineStreet processes.

Except for the MaineStreet Menu, you can modify what appears on your Portal page.

Navigation Pages

When you Signon to the MaineStreet portal, the MaineStreet Menu appears on the left side of the page. What appears in your menu depends on your affiliation with UMS.
Each item on the menu is referred to as a menu folder.
- When you click on a menu folder to select it (e.g. Enterprise Applications) you will be taken to a new page that provides the Enterprise Menu on the left and the components within the selected folder listed under it.

- At the same time, a navigation page will appear on the right that displays an icon for each component within the selected folder.
- You can access the component by either clicking on it where it appears under the Enterprise Menu or by clicking on its icon in the corresponding navigation page.

Customize Content

To access customization options for the Portal page, select the Content link.

The Personalize Content page opens:

Enter a Welcome Message, if you wish.
Links to various MaineStreet pages (pagelets) and informational websites are available on the **Personalize Content** page. The default pagelets initially appear checked. The pagelets you see depend on the MaineStreet roles assigned to you. To remove a pagelet from the Portal simply remove the checkmark next to it and click ![Save](image). To add a pagelet to the Portal, place a checkmark next to it and click ![Save](image).

### Customize Layout

To access options for customizing the Portal page layout, select the **Layout** link.

The **Personalize Layout** page opens:

Select whether you want 2 or 3 columns to appear on the Portal page in the **Basic Layout** section.

To move a pagelet from one column to another, click on the pagelet in its current column to select it and then click on a directional arrow to move it to an alternative column. If you choose a 3 column Basic Layout, a “Center Column” will appear, as well.
My Links

You can create links to MaineStreet pages you frequently access. To add a page to My Links you must first navigate to the page. For example, if you wanted to add the FAST to GL Translate page to your My Links listing, navigate to the page and then click on Add to My Links located near the top of the Enterprise portal page.

![Add to My Links page](image)

The Add to My Links page opens:

**Add to My Links**

A link to the following item will be added to your "My Links" dropdown list. Properties of this entry or any "My Links" entry can be updated by selecting "Edit My Links" from the "My Links" list.

**Name:** FAST to GL Translate

Click **Save** to save the setting. The next time you need to navigate to the page, click the drop-down arrow in the My Links box and select the page from the listing.

Select **Edit My Links** to make changes to your My Links settings and then select **Refresh My Links** to update your My Links listing.