

Working with Portal Pages in IDP

Portal Pages are web pages a user can add to organize content in IDP. Portal Pages are represented as a tab in the navigation bar. You may customize your view of the contents of your Portal page.

Portal pages can be created at the State level, Report Author level and the Report Consumer level. State Portal Pages are added when a user is given access to IDP. LEA Coordinators with Report Author access may create specific Portal Pages that will benefit the LEA. Any user with Report Consumer level access may create pages for themselves. Once an existing Portal page has been added to a user's account, and the page has been modified, the user is considered the 'owner' of the page.

Adding a New Portal Page

Navigation: Options > Add

1. From the **Add Pages to Profile** page **Create** tab, enter a new name for your page.
 - a. Update the other fields as necessary.
Note: Fields with an asterisk (*) are required to save.
2. Click **Add**.
The message '**Page was successfully added**' appears.
3. Click **Done**.
The new Portal Page appears as a tab on the main Portal screen.

Adding an Existing Portal Page

Navigation: Options > Add

1. From the **Add Pages to Profile** page, click the **Search** tab.
2. Update the **Keywords** field.
Note: Use an asterisk (*) to see all Portal Pages available, or type a portion of the name.
3. Click **Search**.
4. Check the box to the left of the appropriate Portal Page.
Note: To view the details of the Portal Page:
 - a. Click the **Name**.
 - b. In the top left corner of the page, click **Add this Page** or click **Search** to return to the previous list.

5. Click **Add**.
6. Click **Done**.

Modifying and Deleting Portal Pages

To make any changes to a Portal Page that exists in within your account, you must be on that tab.

Three **Options** exist for making modifications once a Portal Page has been added:

- **Edit Properties (Options > Edit Properties)**
 - Clicking this option sends the user to the **Edit Page Properties** screen. This screen allows you to update the **Name**, **Description**, **Keywords** and **Page rank** fields. Click **OK** to return to the Portal page.
- **Edit Content (Options > Edit Content)**
 - Clicking this option sends the user to then **Edit Page Content** screen. This screen allows you to update and re-organize the look of your Portal Page and add Portlets. Click **OK** to return to the Portal page.
- **Remove (Options > Remove)**
 - Clicking this option sends the user to the **Remove Page** screen. Click one of the two radio buttons, '**Remove this page from my personal portal**' or '**Remove and permanently delete this page.**' Click **OK** to return to IDP.

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