

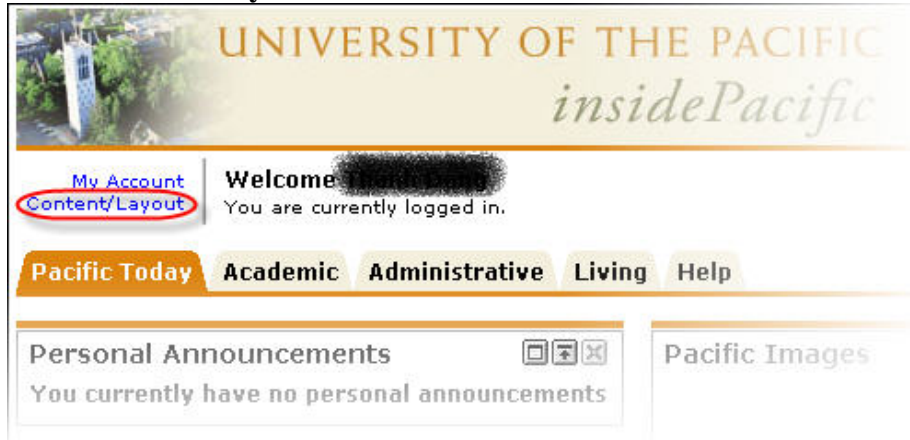
Add New Channel Luminis

1. Open a web browser and navigate to:
insidepacific.pacific.edu – insidePacific Production
2. Login using your PacificNet ID and Password.



The image shows a 'Secure Access Login' form. It has two input fields: 'PacificNet ID:' with the placeholder text 'PacificNet_ID|' and 'Password:' with placeholder text '*****'. Below the fields are two buttons: 'Login' and 'Cancel'. At the bottom, there are three links: 'Guest Login for Parents', 'Need help logging in to insidePacific? Click Here', and 'insidePacific Security Information' with a lock icon.

3. Click on 'Content/Layout'.



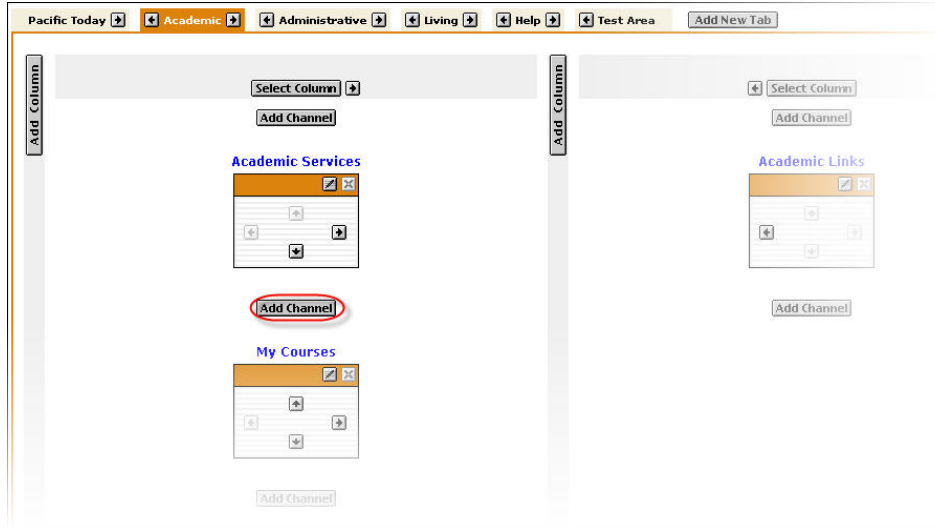
4. Choose the Tab that you would like to add the new Channel to.



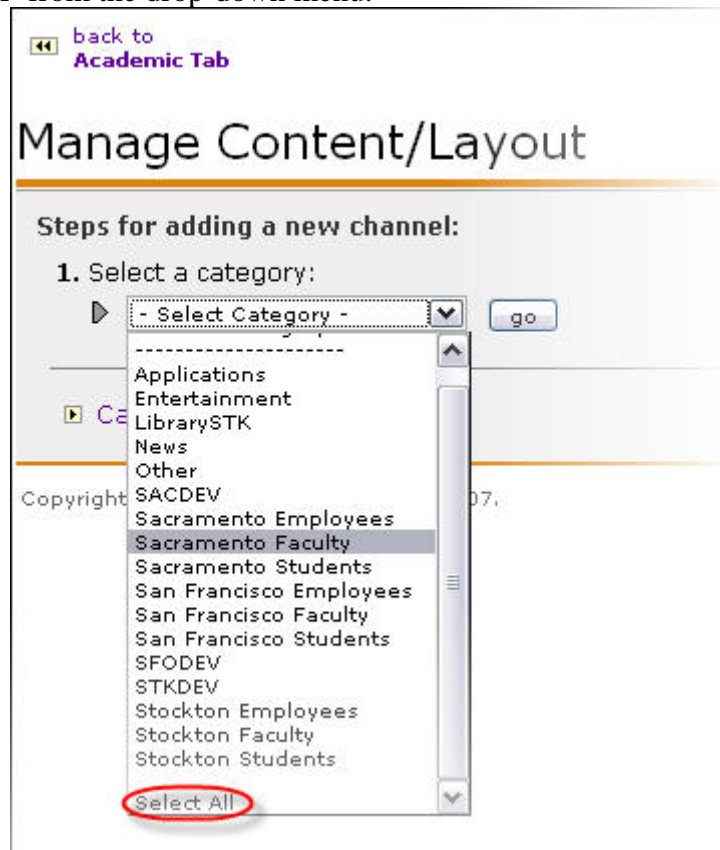
5. Determine where you would like the channel to appear within the Tab selected in Step 4. In the example below, the circled 'Add Channel' button will create the

Add New Channel Luminis

channel in the first column between the Academic Services and My Courses channel



6. Channels are organized by Category, so if you know which Category the channel you are adding is in, you can narrow down your search. Otherwise, choose 'Select All' from the drop-down menu.



7. Select the Channel you would like to add and click 'Add Channel'.

Add New Channel Luminis

[back to Academic Tab](#)

Manage Content/Layout

Steps for adding a new channel:

1. Select a category:
▶ Select All ▼
2. Select a channel:
Category: All
freedom proxy
test123
TestChan1
Test Channel
THE Channel
The Chronicle of Higher Education Daily News
theacademic
TutorTrac
TWO
University Announcements
University Center Jobs
3. Add the selected channel:

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8. Your new channel has been added to your layout.
Click on **'back to Academic Tab'** to return to your Portal Home Page.

[back to Academic Tab](#)

Manage Content/Layout

Options for modifying Preferences:

Tags: To **add** a tab, click the "Add New Tab" button. To **move** a tab, click the arrow pointing in the direction you want.

Channels: To **add** a channel, click on the "Add Channel" button where you want it to be placed. To **move** a channel, click on channel, click on its name 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. To **move** a column, click on column, click on its name or the edit button within its colored bar. To **remove** a column, click its "Select Column" button.

Pacific Today ▶ **Academic** ▶ Administrative ▶ Living ▶ Help ▶ Test Area

Add Column

Academic Services

TutorTrac

Add Column