Personalising Your MyAberdeen Account

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This quick guide will look at the options available for personalising your MyAberdeen account.

Adding and Removing Modules

You can add and remove modules on any page where the Add Modules button is displayed (at the top left). Clicking the Add Modules button opens a window where you will find a list of available modules. By adding and removing modules MyAberdeen enables you to personalise pages to suit your needs.

- Log in to MyAberdeen using your University username and password
- On the page that you would like to alter, click Add Modules - the available modules will be displayed in a list

Note: Some modules are required and cannot be removed from the display. Others can be added and removed by clicking on the Add or Remove button.

- Click on the module name to see a preview of the module and expand the module description
- To add the module to the page display click the Add button underneath the module description – a box will appear temporarily saying Adding Module to the Page
- When the module has been added the Add button will change to Remove
- To remove a module which is currently displayed on the page, click Remove

Note: You can also remove modules from your page display, within the page display itself, by clicking the X icon at the top right corner of the module. When prompted to, click Ok in the pop-up window.

Removed modules can be re-added as above.

Controlling the Layout of Modules

In your MyAberdeen account, modules are displayed in three columns. You can move the modules around and arrange them to your liking in the following way (Note: The modules at the top of each column on the homepage cannot be moved. Nor can you move modules within the course pages):

- click and hold on the bar at the top of the module
- drag the module to the desired location on the page (Note: as you drag the module around the potential locations will be highlighted with a broken-outline box)
- release the mouse button when the module is over the broken-outline box location

Alternatively, you can use the keyboard-accessible option to rearrange modules:

- click on the box beside the Personalise Page button - in the pop-up window which opens module columns are displayed as text boxes
- select the name of the module that you want to move
- use the up/down and left/right arrows to move the location of the module
- click Submit to apply the changes – the pop-up box will disappear and the modules will be reordered accordingly

Changing the Colour Theme

You can change the colour theme of any page in your MyAberdeen account where the Personalise Page button appears beneath the tabs at the top right of the page. To change the colour theme of an individual page:

- Click the Personalise Page button
- Scroll through the themes in the Colour Palette Library
- Click on a theme title to select a theme
- Click submit to apply the theme to the page in question – you will be taken back to the page you are working on where the new colour theme will have been applied