After logging on to http://myWSU.wichita.edu, you can customize the tabs, channels and columns that you have in your layout.

The following options are available to modify a tab:
- Change the order the tabs are displayed
- Set which tab opens when you log in to myWSU
- Rename or delete a tab
- Change the tab type

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### Modifying Tabs

**How to modify Tabs on myWSU**

**Content/Layout**

Click **Content/Layout** to access the Manage Content/Layout page.

The **Manage Content/Layout** page allows you to change aspects of your layout, such as adding tabs, moving or deleting channels.

**Move a Tab**

From the **Manage Content/Layout** page, you can change the order the tabs are displayed.

Click the left or right arrows on a specific tab to move the tab one position to the left or right respectively.

**Select Tab**

For additional tab modifications, select the tab you want to modify.
## Modifying Tabs, Continued

<table>
<thead>
<tr>
<th>Modify Tab</th>
<th>Select an option to modify the selected tab. <strong>Note:</strong> Some options may not be available on all tabs.</th>
</tr>
</thead>
</table>

### Manage Content/Layout

Options for modifying this tab:
- Make this the default "Active Tab" (the tab that is selected when you log into the portal).
- Rename the tab:
  - **My new Tab**
- Change tab type:
  - Traditional
  - Framed - URL: [i.e., http://www.theinternet.com](http://www.theinternet.com)
- Delete this tab
- Cancel and return

The options available to modify a tab:
- Set which tab opens when you log in to *myWSU*
- Rename a tab
- Change the tab type
- Delete a tab

**Note:** Deleting a tab will remove the entire tab, including any channels and/or columns displayed on the tab.

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### Exiting Content/Layout

Click the **back to** link to return to *myWSU*.