Useful MyLinks for Scheduling Officers

What are MyLinks/Quicklinks?
- These are links within your mypack portal interface that will allow you to quickly switch between pages.

How do I get to MyLinks?
- They live within the large red stripe of “MYPACK PORTAL” under “MyLinks,” which is a dropdown menu.

How do I create my own links?
- Go to the page you want to bookmark as a Quicklink and in the dropdown menu select “Add to My Links”.
- You will be given a chance to rename the link or categorize it (if you have folders set up).
- Save!

Useful Links:
- Adjust Class Associations - Place to see credit hours, grading basis, components, choose/enforce requisites.  
  Student Information Systems>Curriculum Management>Schedule of Classes>Adjust Class Associations
- Class Facility Usage - Place to check classes that are in a given room.  
  Student Information Systems>Curriculum Management>Facility and Event Information>Class Facility Usage
- Class Search - Place to search for classes.  
  Student Information Systems>Curriculum Management>Schedule of Classes>Class Search
- Combined Sections Table - Place to add/manage/delete piggybacked/combined sections.  
  Student Information Systems>Curriculum Management>Combined Sections>Combined Sections Table
- Instructor/Advisor Table - Place to add/manage/delete your instructor and advisor records.  
  Student Information Systems>Curriculum Management>Instructor/Advisor Information>Instructor/Advisor Table
- Instructor Schedule - Place to see Instructor’s semester schedule.  
  Student Information Systems>Curriculum Management>Instructor/Advisor Information>Instructor Schedule
- Maintain Schedule of Classes - Place where you manage section numbers, meetings, instr, enrollment, etc.  
  Student Information Systems>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes
- Schedule Error List - One place to check your errors for the semester scheduling.  
  Student Information Systems>Curriculum Management>Schedule of Classes>Class Schedule Error
- Schedule New Course - Place to pull information from catalog for the first time a new class is scheduled.  
  Student Information Systems>Curriculum Management>Schedule of Classes>Schedule New Course