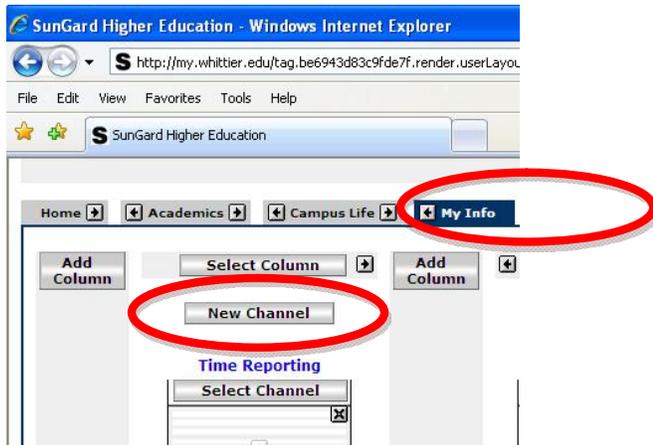


Add Business Query Channel

This procedure only needs to be done once.

- 1 Login to my.whittier.edu.
- 2 Click on the **Content Layout** link just above the **Home** tab.
- 3 Click on the MyInfo tab then click on a **New Channel** link near the top of left.



- 4 Under **Select a Category**, choose **Select All** then click on the **Go** button.

Manage Content/Layo

Warning:

Steps for adding a new channel:

1. Select a category:

▶ **Select All** ▼ go

▶ [Cancel and return](#)

- 5 Find **Business Queries** on the list; select it then click on the **Add Channel** button.
- 6 The new channel should appear at the top of the middle column.

- 7 Click on the **Back to Home Tab** link then click on the **MyInfo** tab.



- 8 Logout of my.whittier.edu and log back in so that the channel will work properly.