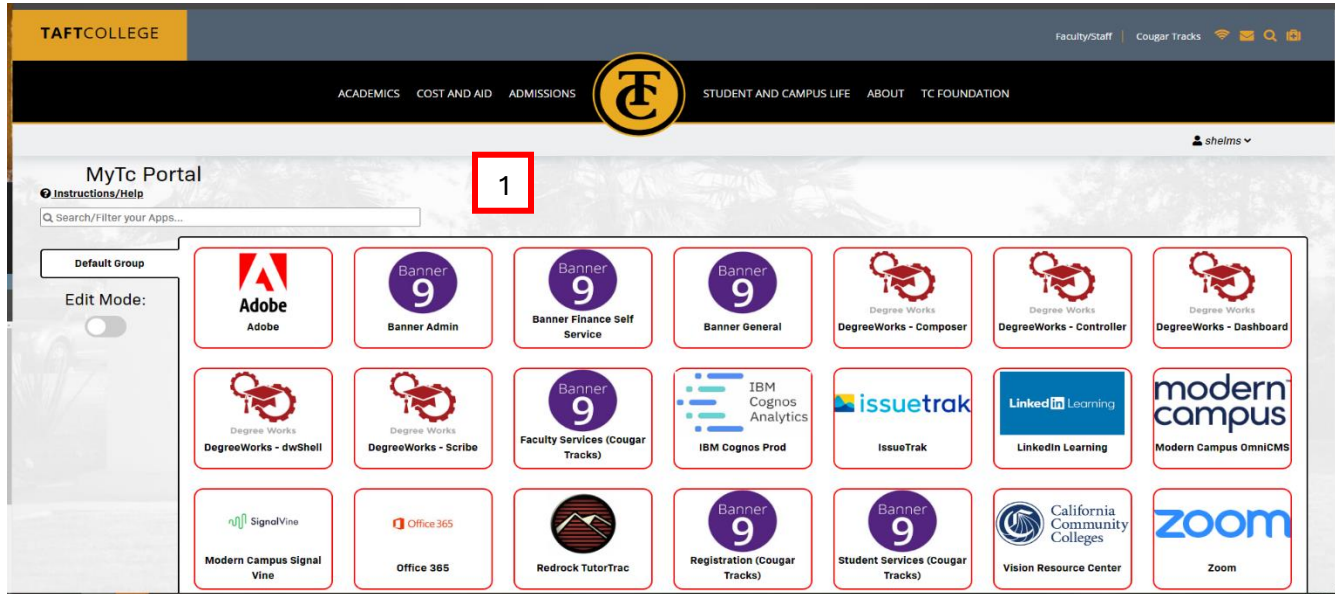
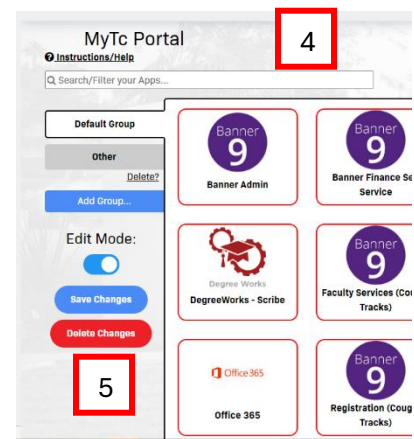
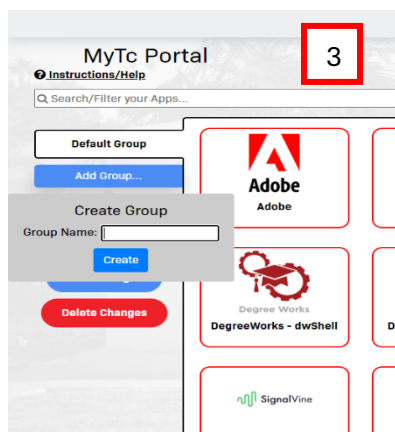
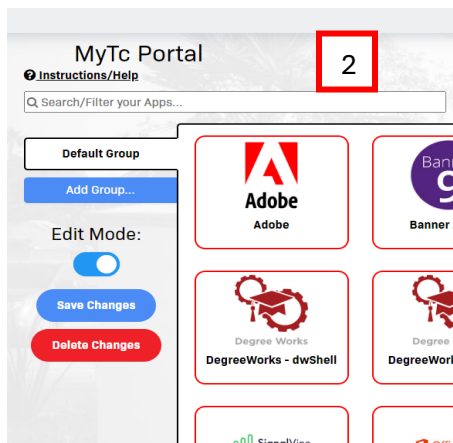


Edit Your MyTc Portal – Separate Apps That Don’t Apply To you

Log into your MyTc Portal. It should appear like this below. All TC Application Icons are present. You can separate them in a new tab. You can leave the apps you don't use in the default tab and move yours into a personalized tab.



1. Click on the “Edit Mode” icon, located on the Left of the screen. You now have options to edit.
2. All the applications are in one group. We can add another group to separate the applications we use and don’t use. Click on “Add Group”.
3. Name your new group in the box provided. I named mine “Other”. Click enter.



4. I now have my new tab. I can just click on an application and drag it into the new group.
5. Click on “Save Changes”.

*If you delete anything, it deletes all changes you’ve created.