

Welcome to myOhio.gov Job Aids



Job Aid Topics:

- Personalizing Content
- Personalizing Layout

Personalizing My View

You can select the content that is displayed on the OAKS home pages, such as the Human Capital Management home page. To do so, click Content in the “Personalize this page” box.

The screenshot displays the myOhio OAKS home page interface. At the top, there is a navigation bar with the myOhio logo and a search bar containing 'myOhio.gov'. Below the navigation bar, a welcome message reads: 'Welcome Tricia Price. You last signed in on Friday, July 29, 2011 at 02:16 PM | [Sign out](#)'. The main content area is divided into several widgets. The 'Personalize this page...' widget is highlighted with a blue box and contains three options: 'Content', 'Layout', and 'Help'. The 'Content' option is selected. Other visible widgets include 'Human Capital Management' (with 'HCM News' and 'HRD Calendar' sub-sections), 'OAKS System Alerts' (with 'BI / EPM System Alerts' and 'FIN System Alerts'), 'OAKS Quick Access' (with links to 'Business Intelligence', 'Customer Relations Management', 'Enterprise Learning Management', 'Financials', and 'Human Capital Management'), 'HCM Job Aids' (with links to 'Benefits', 'Department Budget Table', 'HCM Agency Security Designees', 'Human Resources', 'Payroll', 'Position Management', and 'Time & Labor'), and 'HCM Training Links' (with links to 'DAS Training', 'OAKS HRD Weekly Archive', and 'Online Training Registration').

You can customize your view by selecting or deselecting the boxes below. Click the Save button when you have made your designations.

myOhio Search: _____

Home My Info ▾ Health & Benefits ▾ Career Resources ▾ Employee Phone Search Help ▾ Ohio.gov

Welcome TRICIA PRICE. You last signed in on Sunday, August 21, 2011 at 10:54 PM | [Sign out](#)

Personalize Content: HCM Information Home

Tab Name: HCM Information Home

Welcome Message: The Welcome Message personalization functionality has been disabled.

Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.

Arrange Pagelets: Go to [Personalize Layout](#)

HCM Content	myOhio Content
<input checked="" type="checkbox"/> HCM Quick Links	<input checked="" type="checkbox"/> OAKS Quick Access
<input checked="" type="checkbox"/> HCM Job Aids	<input checked="" type="checkbox"/> HCM Information Home Title
<input checked="" type="checkbox"/> HCM News	<input checked="" type="checkbox"/> OAKS System Alerts
<input checked="" type="checkbox"/> Personalize this page...	
<input type="checkbox"/> eProfile Job Aids	
<input checked="" type="checkbox"/> HCM Training Links	
<input checked="" type="checkbox"/> HRD Calendar	

[Return to Home](#)

You can also click on the X in the upper right-hand corner of each box if you would like to remove the box from your view. To bring the box back into your view, you would need to return to Personalize this page > Content to select the box.

The screenshot displays the myOhio.gov user interface for a user named Tricia Price. The page features a navigation bar with links for Home, My Info, Time & Money, Health & Benefits, Career Resources, Employee Phone Search, Help, and Ohio.gov. A search bar is located in the top right corner. Below the navigation bar, a welcome message states: "Welcome Tricia Price. You last signed in on Friday, July 29, 2011 at 02:16 PM | Sign out".

The main content area is divided into several personalized boxes, each with a close (X) button in the upper right-hand corner, which are highlighted with blue boxes in the image:

- Personalize this page...**: Contains icons for Content, Layout, and Help.
- OAKS System Alerts**: Includes sections for BI / EPM System Alerts and FIN System Alerts.
- HCM Quick Links**: Lists various links under Benefits, General Links, and Human Resources.
- Human Capital Management**: Contains HCM News and HRD Calendar sections.
- OAKS Quick Access**: Provides quick access to Business Intelligence, Customer Relations Management, Enterprise Learning Management, Financials, and Human Capital Management.
- HCM Job Aids**: Lists various job aids such as Benefits, Department Budget Table, HCM Agency Security Designees, Human Resources, Payroll, Position Management, and Time & Labor.
- HCM Training Links**: Lists training links including DAS Training, OAKS HRD Weekly Archive, and Online Training Registration.

If you would like to re-arrange the layout of your application homepage, click Layout.

The screenshot displays the myOhio application homepage. At the top left is the myOhio logo. A search bar contains 'myOhio.gov' and a 'Go' button. A navigation bar includes links for Home, My Info, Time & Money, Health & Benefits, Career Resources, Employee Phone Search, Help, and Ohio.gov. A welcome message for Tricia Price is shown, along with a 'Sign out' link and a 'myLinks' dropdown. The main content area features several widgets: 'Personalize this page...' with 'Layout' highlighted in a blue box; 'Human Capital Management' with 'HCM News' (no articles available) and 'HRD Calendar' (no events for the date range); 'OAKS Quick Access' with links to Business Intelligence, Customer Relations Management, Enterprise Learning Management, Financials, and Human Capital Management; 'HCM Job Aids' with links to Benefits, Department Budget Table, HCM Agency Security Designees, Human Resources, Payroll, Position Management, and Time & Labor; 'HCM Training Links' with links to DAS Training, OAKS HRD Weekly Archive, and Online Training Registration; 'OAKS System Alerts' with 'BI / EPM System Alerts' and 'FIN System Alerts'; and 'HCM Quick Links' with a list of various links including Benefits Forms, DAS Benefits Administration, and Human Resources.

You can change your layout from 2 to 3 columns or vice versa. You can also reorder and/or move your pagelets from column to column using the arrows on the far right side. As an example, we will move the HCM Job Aids to the Center Column at the bottom.

The screenshot shows the 'Personalize Layout' section of the HCM Information Home page. At the top, there is a navigation bar with links: Home, My Info, Health & Benefits, Career Resources, Employee Phone Search, Help, and Ohio.gov. Below this, a welcome message reads: 'Welcome TRICIA PRICE. You last signed in on Sunday, August 21, 2011 at 10:54 PM | Sign out'. The main heading is 'Personalize Layout: HCM Information Home'. Underneath, the 'Tab Name' is 'HCM Information Home'. The 'Basic Layout' section has two options: '2 columns' (unselected) and '3 columns' (selected). A text box explains: 'Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done.' Below this is the 'Add Pagelets' section with a 'Go to Personalize Content' link. A legend indicates that '#' means 'Required - fixed position pagelet' and '*' means 'Required - moveable pagelet'. The layout is divided into three columns: 'Left Column:', 'Center Column:', and 'Right Column:'. The 'Left Column' contains '#Personalize this page...', '*OAKS System Alerts', and 'HCM Quick Links'. The 'Center Column' contains '#HCM Information Home Title', 'HCM News', and 'HRD Calendar'. The 'Right Column' contains '#OAKS Quick Access', 'HCM Job Aids', and 'HCM Training Links'. The 'HCM Job Aids' pagelet is highlighted in blue. To the right of the columns are navigation arrows (up, down, left, right) and a 'Delete Pagelet' button. At the bottom, there is a 'Save' button and a 'Return to Home' link.

The Pagelets with “#” in front of name, it cannot be moved or removed.

The Pagelets with “*” in front of name, can be moved, but cannot be removed.

1. Select the desired pagelet that you plan to move.

2. Click the left arrow button to move the “HCM Job Aids” pagelet into the Center Column.

Notice that HCM Job Aids is now located at the bottom of the Center Column.

The screenshot shows the 'Personalize Layout' section of the HCM Information Home. At the top, there is a navigation bar with links: Home, My Info, Health & Benefits, Career Resources, Employee Phone Search, Help, and Ohio.gov. Below this, a welcome message reads: 'Welcome TRICIA PRICE. You last signed in on Sunday, August 21, 2011 at 10:54 PM | [Sign out](#)'. The main heading is 'Personalize Layout: HCM Information Home'. Underneath, the 'Tab Name' is 'HCM Information Home'. The 'Basic Layout' section offers two options: '2 columns' (selected) and '3 columns'. A text instruction says: 'Click arrows to move pagelets up and down or into neighboring columns or to remove the selected pagelet from your portal home page. Remove Pagelets'. The 'Add Pagelets' section includes a 'Go to [Personalize Content](#)' link. A legend indicates '# = Required - fixed position pagelet' and '* = Required - moveable pagelet'. The layout is divided into three columns: 'Left Column:', 'Center Column:', and 'Right Column:'. The 'Left Column' contains '#Personalize this page...', '*OAKS System Alerts', and 'HCM Quick Links'. The 'Center Column' contains '#HCM Information Home Title', 'HCM News', 'HRD Calendar', and 'HCM Job Aids' (highlighted with a red box). The 'Right Column' contains '#OAKS Quick Access' and 'HCM Training Links'. A 'Delete Pagelet' button is located to the right of the columns. At the bottom, there are 'Save' and 'Return to Home' buttons. Three blue callout boxes provide instructions: one pointing to the 'Personalize Content' link, one pointing to the 'Save' button, and one pointing to the 'Delete Pagelet' button.

Home My Info Health & Benefits Career Resources Employee Phone Search Help Ohio.gov

Welcome TRICIA PRICE. You last signed in on Sunday, August 21, 2011 at 10:54 PM | [Sign out](#)

Personalize Layout: HCM Information Home

Tab Name: HCM Information Home

Basic Layout: 2 columns 3 columns

Click arrows to move pagelets up and down or into neighboring columns or to remove the selected pagelet from your portal home page. Remove Pagelets

Add Pagelets: Go to [Personalize Content](#)

= Required - fixed position pagelet
* = Required - moveable pagelet

Left Column:	Center Column:	Right Column:
#Personalize this page... *OAKS System Alerts HCM Quick Links	#HCM Information Home Title HCM News HRD Calendar HCM Job Aids	#OAKS Quick Access HCM Training Links

Save [Return to Home](#)

Click the Personalize Content link if you would like to add pagelets that may have been removed from your view.

Click Save to preserve your changes.

You can also remove pagelets here.

Notice that HCM Job Aids is now located in the bottom of the Center Column.

The screenshot displays the myOhio.gov website interface. At the top, there is a search bar with the text "myOhio.gov" and a "Go" button. Below the search bar is a navigation menu with tabs for "Home", "My Info", "Health & Benefits", "Career Resources", "Employee Phone Search", "Help", and "Ohio.gov". A user greeting reads "Welcome TRICIA PRICE. You last signed in on Sunday, August 21, 2011 at 10:54 PM | Sign out".

The main content area is divided into several columns:

- Left Column:**
 - Personalize this page...**: Includes icons for "Content", "Layout", and "Help".
 - OAKS System Alerts**: A message stating "No articles currently available" with links for "Subscribe" and "Archives".
 - HCM Quick Links**: A list of links categorized into "External HCM Links", "Benefits", "General Links", and "Human Resources".
- Center Column:**
 - Human Capital Management**: A header with a person icon.
 - HCM News**: A section with sub-sections for "Benefits News" (including "FSA Open Enrollment Coming October 3-17") and "Payroll News" (including "National Payroll Week September 5th - 9th", "Manual Checks", "Lump Sum Payment Information", and "Time Reporting Code (TRC) Streamlining"). It also has "Subscribe" and "Archives" links.
 - HRD Calendar**: A calendar view for "Sunday Aug 21, 2011 - Saturday Aug 27, 2011" showing events for "myOhio go-live for Core Users" on Monday, Aug 22 and Tuesday, Aug 23.
 - HCM Job Aids**: A section with a blue border, containing links for "Benefits", "Department Budget Table", "HCM Agency Security Designees", and "Human Resources".
- Right Column:**
 - OAKS Quick Access**: A section with icons and links for "Business Intelligence", "Customer Relations Management", "Enterprise Learning Management", "Financials", and "Human Capital Management".
 - HCM Training Links**: A list of training links including "CORE Skills Training", "DAS OLPD", "Employee Development Funds", "Go Sign Me Up", "Leaders - Dynamic Results", "OAKS HRD Weekly Archive", "OCPM Training", "Project Management Training", "Supervisory Excellence", "DAS OLPD", "OAKS HRD Weekly Archive", and "Go Sign Me Up".

Please notice that you can minimize the pagelets on your homepages.

Main Menu



Search:

Home | My Info ▼ | Health & Benefits ▼ | Career Resources ▼ | Employee Phone Search | Help ▼ | Ohio.gov | myLinks:

Welcome TRICIA PRICE. You last signed in on Sunday, August 21, 2011 at 10:54 PM | [Sign out](#)

Personalize this page...

 [Content](#)  [Layout](#)  [Help](#)

OAKS System Alerts

• No articles currently available

[Subscribe](#) | [Archives](#)

HCM Quick Links

- External HCM Links
 - [Benefits](#)
 - [General Links](#)
 - [Helpful Forms](#)
 - [Human Resources](#)
 - [Payroll](#)
- Benefits
 - [Benefits Forms](#)
 - [DAS Benefits Administration](#)
 - [HCM Benefits](#)
 - [Qualifying Benefits Events](#)
- General Links
 - [Bargaining Unit Contracts](#)
 - [DAS HCM Support](#)
 - [DAS HRD](#)
 - [DAS OCB](#)
 - [DAS HRD/OCB Policy](#)
 - [OAKS](#)
 - [Ohio Administrative Code](#)
 - [Ohio Revised Code](#)
- Human Resources
 - [Classification Specifications](#)

 **Human Capital Management**

HCM News

[Benefits News](#)

- [FSA Open Enrollment Coming October 3-17](#)

[Payroll News](#)

- [National Payroll Week September 5th - 9th](#)
- [Manual Checks](#)
- [Lump Sum Payment Information](#)
- [Time Reporting Code \(TRC\) Streamlining](#)

[Subscribe](#) | [Archives](#)

HRD Calendar

Sunday Aug 21, 2011 - Saturday Aug 27, 2011

Monday, Aug 22

- [myOhio go-live for Core Users](#)
- 11:00 AM - 12:00 PM [myOhio go-live Webinar](#)

Tuesday, Aug 23

- 09:00 AM - 10:00 AM [myOhio go-live Webinar](#)

[Full Page View](#)

HCM Job Aids

- [Benefits](#)
- [Department Budget Table](#)
- [HCM Agency Security Designees](#)
- [Human Resources](#)

OAKS Quick Access

- **Business Intelligence**
 - ▶ [BI Home](#)
- **Customer Relations Management**
 - ▶ [CRM Home](#)
- **Enterprise Learning Management**
 - ▶ [ELM Home](#)
- **Financials**
 - ▶ [FIN Home](#)
 - ▶ [Launch Application](#)
- **Human Capital Management**
 - ▶ [HCM Home](#)
 - ▶ [Launch Application](#)

HCM Training Links

- HCM Training Links
 - [CORE Skills Training](#)
 - [DAS OLPD](#)
 - [Employee Development Funds](#)
 - [Go Sign Me Up](#)
 - [Leaders - Dynamic Results](#)
 - [OAKS HRD Weekly Archive](#)
 - [OCPM Training](#)
 - [Project Management Training](#)
 - [Supervisory Excellence](#)
- [DAS OLPD](#)
- [OAKS HRD Weekly Archive](#)
- [Go Sign Me Up](#)

Thank you for reviewing this job aid.



For additional information, please contact:
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