The Kent State University Portlet is a tab that contains helpful information such as:

1. Links to folders
2. Announcements
3. Links to Tips and Tricks
4. Links to other Helpful Links
Steps to Add Kent State Portlet

1. Select the Tab Menu Tab
2. Select Add Tabs

3. Open the Kent State Portlets Folder
1. Check the **Kent State University** checkbox on the left

2. Select the **Insert Link** button

1. Check the **Kent State University** checkbox on the right

2. Click **OK**
Cognos – Adding Kent State Portlets