

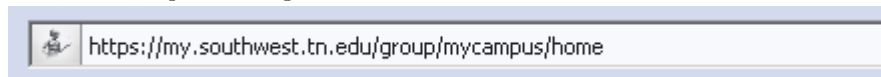
# SOUTHWEST

## TENNESSEE COMMUNITY COLLEGE

### How to use Quick Launch portlet.

#### 1. Login to Portal

- a. Go to <http://my.southwest.tn.edu>



- b. Enter User Name and Password. Click 'Log in' button to Login.

A screenshot of a login form titled "Secure Access Login". The form has a dark blue header with the title and a small green icon. Below the header is a white box with the following elements:

- A label "Login" above the input fields.
- A label "User Name" followed by a text input field.
- A label "Password" followed by a text input field.
- A "Log In" button below the input fields.

2. The 'Quick Launch' portlet is located in the top-left portion of the Home, Academics, or Financials tab pages.



To access each of the applications double-click on the icon. A new window will open and log you into the application automatically.



The picture above is not a comprehensive list, but is an example.

[Type text]

### 3. On the Home tab there is a legend explaining each of the Quick Launch applications.



The following is a list of icons and descriptions associated with the 'Quick Launch' portlet, located on the top left of the Home tab. When you click on the icons in the 'Quick Launch' portlet you will get signed into that particular application automatically.

Note: When you logoff of the portal any of these Quick Launch applications you have open will also be logged off as well.

Descriptions listed below:

#### Legend for Student Applications:



Self-Service.

Students can access this college application to add / drop classes, pay for classes and Financial Aid.



PAWS.

View your course schedule, access your course home pages, email your professors, communicate with classmates, and access many more course-related materials.

The picture above is not a comprehensive list, but is an example.

### 4. When you log off of the portal, any applications you have opened through 'Quick Launch' will also be logged off.



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