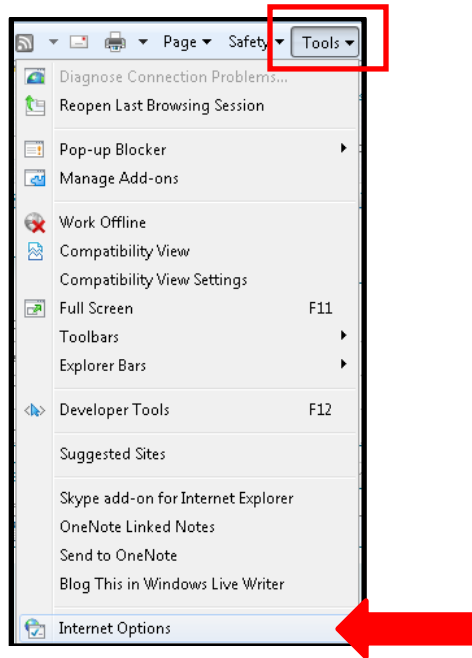


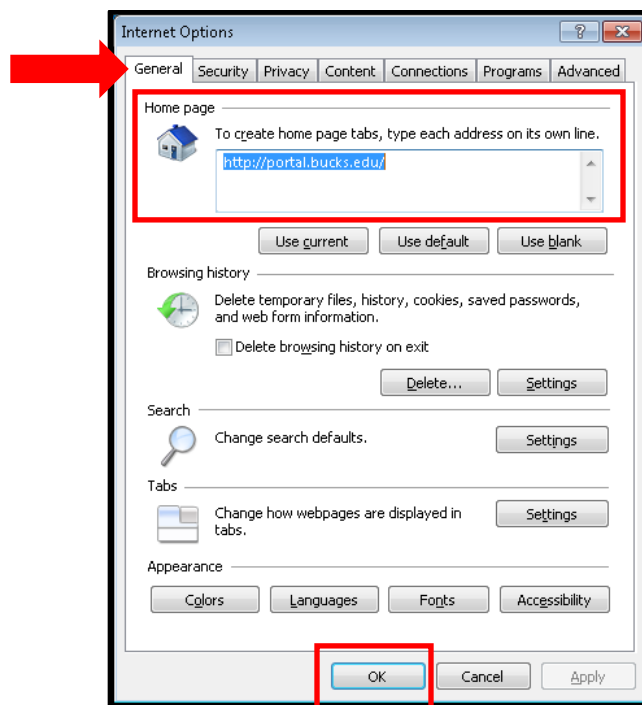
Setting the Home Page in Internet Explorer to MyBucks

In order to ensure that announcements posted to the new MyBucks are not missed, the ideal solution is to set the web browser to open each time to MyBucks. These directions will apply to Internet Explorer version 8.

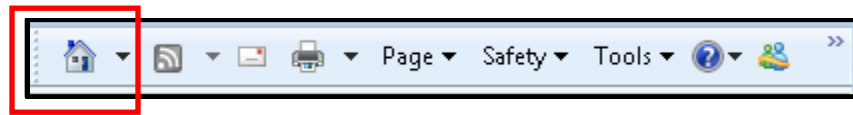
1. Open **Internet Explorer**. After the browser opens, click on the **Tools** menu, slide the mouse down to **Internet Options** and click to open the dialog window.



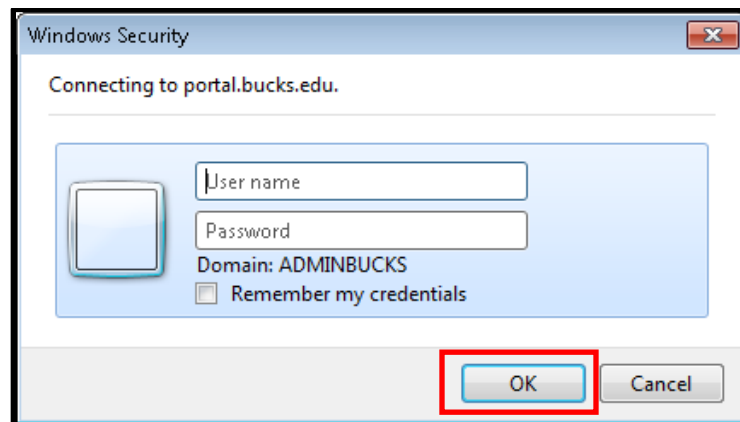
2. Once the **Internet Options** dialog box opens check to see if the **General** tab is selected. If it is not, click on that tab. If it is already open, notice the **Home page** section in the window. In the Address text box, type in <http://portal.bucks.edu> and click **OK**.



3. After clicking OK you are returned to the browser. Click the **Home** button on the standard toolbar.



4. After clicking the **Home** button on the standard toolbar, the MyBucks sign in will display. Type in your User name and Password then click **OK**. After signing in, the MyBucks page will display.



A screenshot of the BCCC MyBucks Faculty/Staff homepage. The page features a navigation menu with links like "MyBucks", "Home", "Academics", "Life at Bucks", "Services", "Student Support & Services", "Working at Bucks", and "Student Forms". The main content area includes a "My Week" section with a calendar for April 2012, a "You have no unread messages." notification, a "Fair 78°F" weather widget, and a "Bucks Echo" section with a list of announcements. A promotional banner for "Middle States Self-Study" is also visible. The page footer includes links for "WebAdvisor", "Apps for Faculty/Staff", and "User Account".

5. From this point forward, each time Internet Explorer is opened, the BCCC MyBucks page will display. If this page is left open throughout the day, be sure to click the **refresh** button to update the information displayed on the page.

