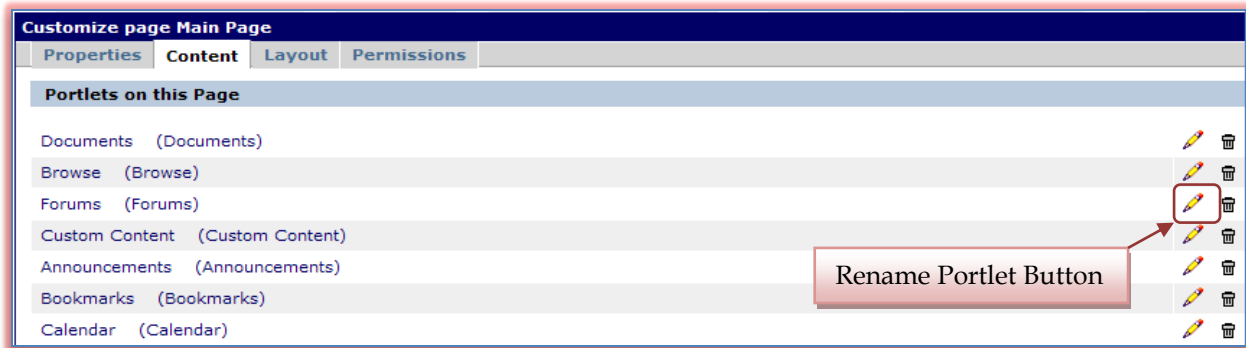


Change Portlet Name

- ✚ Log into **My Siena** and locate the page with the portlet that is to be renamed.
- ✚ Click the **Edit Page** link in the upper-right corner of the page.
- ✚ The **Customize Page** window will display.
- ✚ Click the **Content** tab.
- ✚ A list of portlets will appear in the window (see illustration below).



- ✚ Click the **Rename** button for the portlet. This is the pencil shape on the right side of the item (see illustration above).
- ✚ The portlet name will be changed to whatever name is input.