

## **PC Accessing Portal Settings**

## 1. Log into your Portal Controller Account to view the Portal Controller Dashboard

<b>⊗Exam master</b> ®	■ Admin Dashboard	Portal	Controller 🔯 Settings 🚽 Đ Logout
Administration			
Current Program:	Good Morning Portal		×
EMC Sales Demo C	Programs		
Dashboard			
Administration 🕶	Program	Registered Users	Faculty
Portal 👻	EMC Sales Demo University	152	34
	Demo	16	6

- 2. Click Portal
- 3. Select Portal Options

	Portal Options	5				Portal Controller	छ	Settings
Administration		~						
	Portal Settings Portal Logo	Email Restriction	IP Ranges	Study Mode	Special Message	LTI Integration		
Current Program: EMC Sales Demo L	Display Title							
	EMC Sales Demo University							
Dashboard	Do not allow users to register							
Administration +	Time Zone							
Portal <del>-</del>								
Portal Information	(GM1-05:00) Eastern Time (US &	(Canada) 🔻						
Portal Options	Set all users to this timezone 🗐 🧃							
Portal Users	Proxy							
	Hide Calculator 🗌							
	Save	-						

From **Portal Settings** you can change the Display Title, Disable users ability to register themselves, change the Time Zone, make the time zone setting the same for all users under the program, set a Proxy, and choose to Hide Calculator.

4. Click **Save** after making changes.