

PC Setting Special Messages for Login Documents

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

⊘Exam master ₀	■ Admin Dashboard	Portal Controll	er 🔯 Settings 🚽 Logout
Administration			
Current Program:	Good Morning Portal		
EMC Sales Demo U 🔻	Programs		
Dashboard			_
Administration -	Program	Registered Users	Faculty
Portal 👻	EMC Sales Demo University	152	34
	Demo	16	6

- 2. Click Portal
- 3. Select Portal Options
- 4. Click the Special Message tab



- 5. Click the box above **Enabled** to activate Special Messages (unchecking this will disable the message)
- 6. Enter the Special Message in the text window
- 7. Click Save when complete