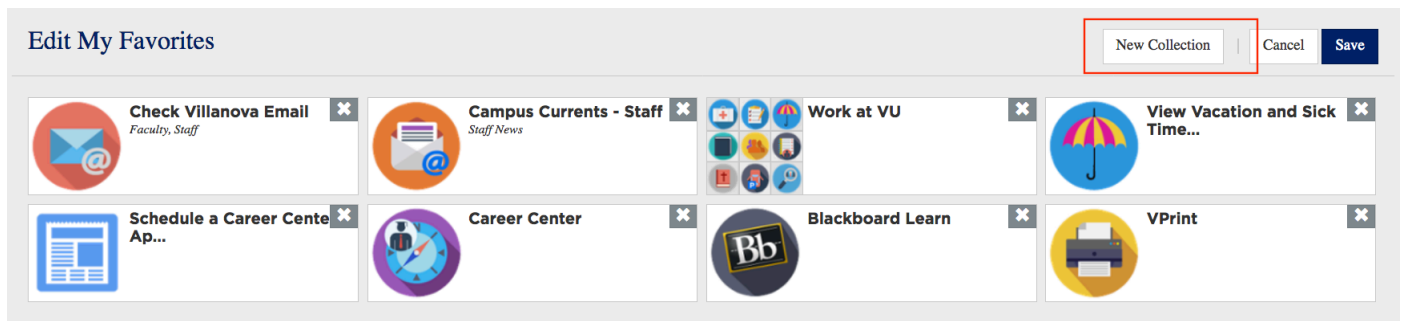


How to Create New Collections in 'My Favorites'

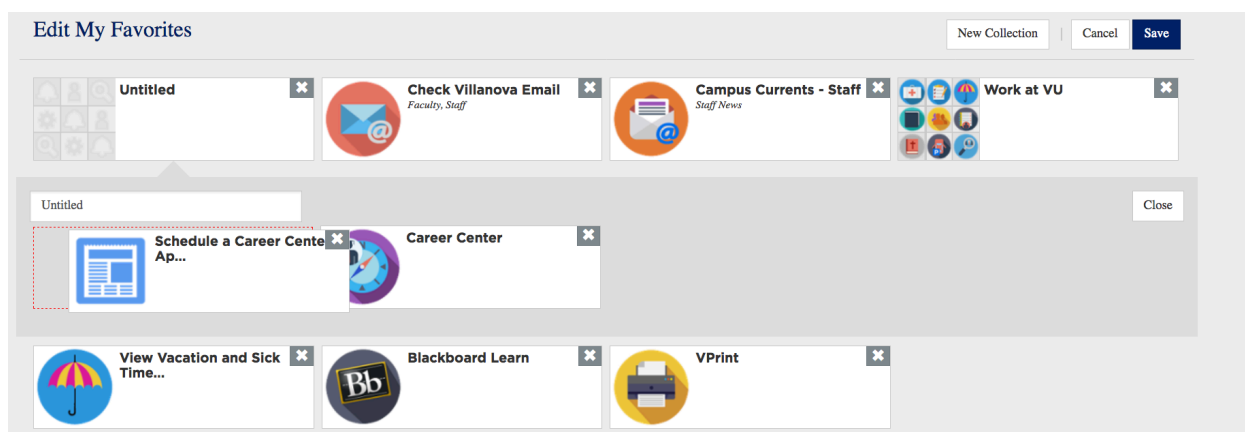
1. Make sure you are signed in to MyNova. You will only be able to edit your 'My Favorites' section when you are signed in.
2. Click the gear symbol to next to 'My Favorites'



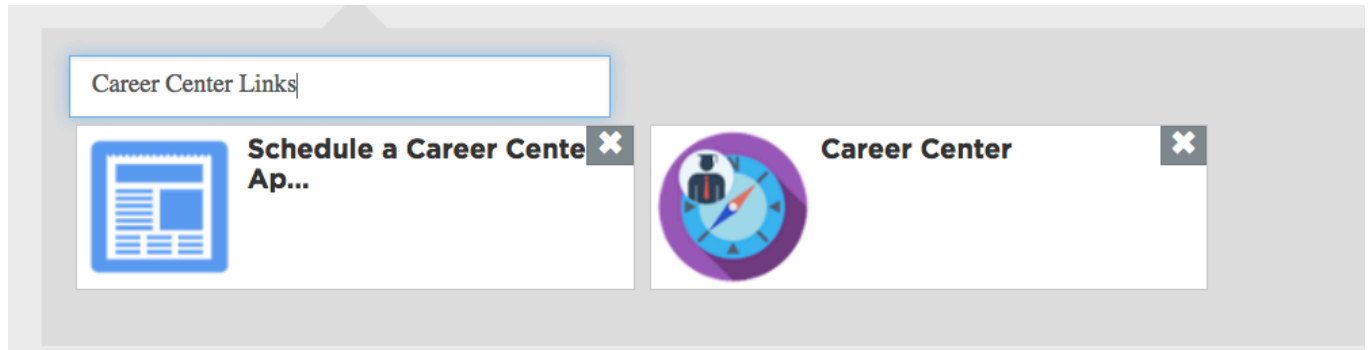
3. Click the 'New Collection' button at the top right



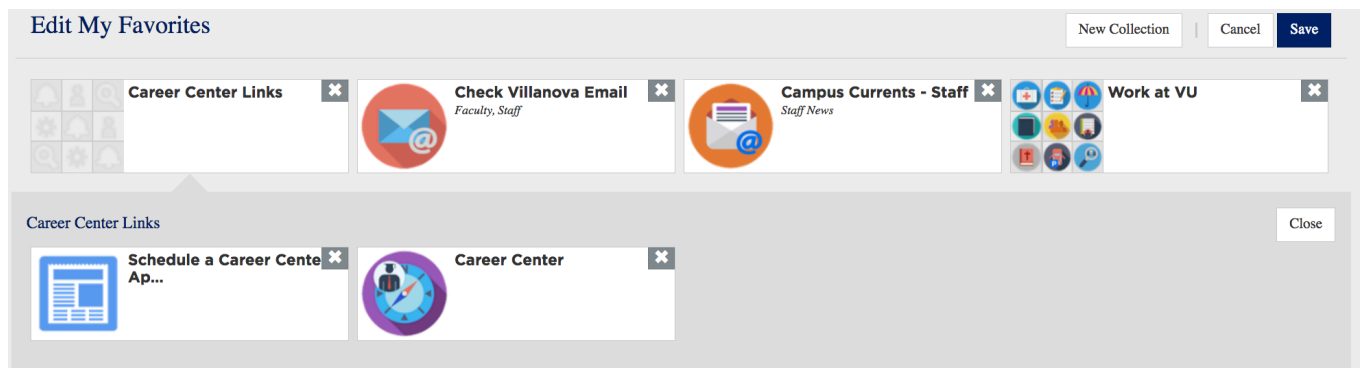
4. An untitled collection will drop down in between the first two rows of link cards. Move link cards into the new grey area before titling the collection



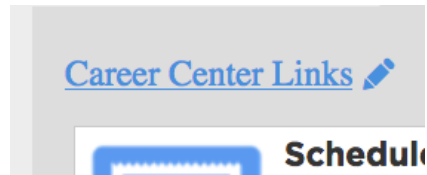
5. Once you've added the link cards you want in your new collection, you can add a title



6. Your new collection will appear first in your favorites section. You can move its card to re-order your entire favorites section after you save it



7. You can edit link cards within collections by clicking on the collection's link card. You must be in the editing window of your favorites section to do this
8. To edit the titles of collections, move your mouse over the title until it appears light blue with a pencil next to it



9. Click 'Done' to the right when you are finished editing a collection within your favorites section
10. Make sure to click 'Save' when you're done editing the 'My Favorites' section to save all of your changes

Do You Have Questions or Need Support?

- Reach out to the UNIT helpdesk by phone, email, chat, or walk-in:
 - Phone (main campus): 610-519-7777
 - Phone (law school): 610-519-7771
 - Email: support@villanova.edu
 - Chat: Go to unit.villanova.edu and click the chat bubble to chat with a support representative
 - Walk-ins:
 - Vasey Hall Rm 101 M-Th 9am – 7pm and Fridays 9am – 5pm
 - Law: Law Library Rm 104 M-F 9am- 5pm
 - Submit a ticket any time – search for 'Helpdesk' in MyNova and click on the helpdesk link to submit a service request.

