To Add F & A Work Tools Tab

1. Click **Content Layout** in the top red portion of the page.
2. Click on the **Fragments** tab.
3. Click on **Subscribe** in the area to the left of the F & A Work Tools folder.
4. Click in the small box with the red arrow between any two tabs.
5. Repeat steps 1 through 6.
6. If you should encounter any problems, please call the IT Help Desk:
   - Amarillo: (806) 354-5404, helpdesk.amarillo@ttuhsc.edu
   - El Paso: (915) 545-6800, elp.helpdesk@ttuhsc.edu
   - Lubbock: (806) 743-1234, ithelpdesk@ttuhsc.edu
   - Odessa: (432) 335-5108, helpdeskodessa@ttuhsc.edu

For Questions about Finance / Purchasing / Payment Services Related Areas please email fsm@ttuhsc.edu