

# Bookmarking secure sites and modifying existing bookmarks

How to bookmark protected UCLA application sites and ALL other UCLA-logon-required sites that are protected— this is an issue with many sites that require a logon and do not have a bookmark-friendly first landing page.

This is not limited to just UCLA Shibboleth (UCLA Logon) protected sites, however in this example this is what is being used.

Instructions below are for Firefox and for Internet Explorer.

## **Start:**

1. Wherever you have the site URL stored (usually via e-mail for most users), find the site URL.
2. Right click on the site → “copy link location” (or “copy hyperlink” or similar)
3. do a normal (left) click on the URL to cause it to open in your browser of choice.
4. Add a bookmark for the site. PLEASE GIVE IT a relevant name instead of the default name. Please remember where you placed the bookmark.

The remaining steps are browser-specific:

## **Firefox:**

1. Go to Bookmarks → Organize Bookmarks
2. Go to folder you placed the bookmark you just created in (please remember the name of the bookmark/the folder you placed it in from step #4).
3. Click on the bookmark ONCE to select it.
4. At the bottom of the bookmarks library window, you will see three fields— Name/Location/Tags. Verify this is the correct bookmark per the Name you created in step #4.
5. Click on the “Location” field, COMPLETELY delete the old location, then right click → PASTE .
6. Confirm that the URL you just pasted in is the same URL from step #2.
7. Close the Bookmarks Library window by hitting the red x at the very top right.

*Then you're done! The next time you click on the link, it should open the UCLA-login-required site correctly.*

### **Internet Explorer:**

1. Click once on Favorites → find the bookmark you just created → RIGHT-click on it → select Properties
2. Verify this is the correct bookmark per the name you created in step #4.
3. In the "URL" field of the window that opens up, COMPLETELY delete the old location, then right click → PASTE.
4. Confirm that the URL you just pasted in is the same URL from step #2.
5. Close the bookmark window by hitting "ok" at the bottom.

*Then you're done! The next time you click on the link, it should open the UCLA-login-required site correctly.*

---

Revision #1

Created Thu, Mar 3, 2011 8:30 PM by Won, Brian J.

Updated Thu, Mar 3, 2011 8:31 PM by Won, Brian J.