

# Using “My Sun City” on the web portal

Community Association Web Portal: [www.sctxca.org/](http://www.sctxca.org/)

“My Sun City” is a personal information link that is displayed on the screen after you logon to the web portal.

Before you logon, the top right corner looks like this: [Help Desk](#) | [Login](#)

After you logon: [Help Desk](#) | [My Sun City](#) | [Login](#)

You always need to return to the Community Association homepage to access your “My Sun City” page again.

There are four distinct things to do under “My Sun City”, all explained here.

## Favorite Links

Your most recently added links are:

- [Visual Arts Club](#)
- [Hiking Club](#)
- [Neighborhood 10](#)

[View All Links](#)

The above are examples. Clicking on an actual link will take you to that homepage. The explanation below describes how to create these links in your own “My Sun City”.

## **Add a link for your neighborhood or favorite club and group**

While viewing a web portal page, scroll to the bottom of the page and click on “Add to Favorites” which will be in a group of choices as shown below:

[Top of page](#) | [Add to Favorites](#) | [Print version](#) | [Privacy Policy](#)

The “Add to Favorites” brings up a small new window. Type in a “Link Name:” for this page. Click on the button “Insert to Favorite Links”.

## **Use “My Sun City” To return to a favorite at any time:**

This requires you to login with your Member ID and password.

After login, return to “My Sun City.” (top right corner)

Click on one of your “Favorite Links”. You will be taken to that website.

Many Clubs and Neighborhoods have restricted viewing sections on their website. There is more information available to you on the site as a “Member”, so logging in is the preferred way to visit unless you just want to check a schedule or document.

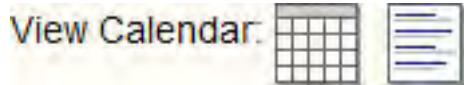
Another suggestion is to make the CA homepage your startup homepage. In Microsoft Internet Explorer you do this by selecting Tools: Internet Options. Under *General*, click “Use Current” when your page of choice is the current page.

## +Resident Information

### [Edit Profile](#)

This is where you can login and change your e-mail address. You can also change privacy information about what you want to show in the printed directory and on the Resident Directory screen. Even if your e-mail address is hidden, it can be passed to the CA mail list, to the neighborhood mail list and to the chartered clubs or other groups that you have joined..

## Personal Calendar



Any club, group, or neighborhood with a Calendar will have a line item in the left side navigation bar for their calendar. Whenever you view a specific calendar entry, it has a line at the very bottom like this: [Add to Personal Calendar](#). Click on this line. Then you can go view the entries that you have added to your personal calendar.

When logged in, visit “My Sun City”. Under Personal Calendar, click on one of the two boxes that will let you view your personal calendar entries in a standard grid format, or in a list format.

To remove an event from your calendar, click on the event name in your Personal Calendar so that you can view it.

Slide all the way to the bottom of the window and click on the line that reads: [“Remove from Personal Calendar”](#).

## Newsletter Subscriptions (1)

### [Edit your subscription settings](#)

After logging in, this part of “My Sun City” identifies what groups you can receive e-mail from. You are automatically subscribed to your neighborhood and the Community Association. Addition lines will show for clubs, groups, or committees that have added you to their membership list (mailing list) on the web portal.

The entries look like this:

**hiking-00049**  
General Newsletter



**Do Not Click on the Red X** or your e-mail address will be disconnected from that particular club or group. If you have troubles here, contact the person responsible for distributing the e-mail.

Keep a copy of these pages to help you use the CA web portal in the future.

If you need a password to get started, please click on the “Login” word in the top right corner of the homepage. Then click on the line for “Need Help Logging In?”.