Instructions to correctly bookmark PageUp website
(IE, Chrome, Firefox, and Safari)

<u>URL</u>: https://mines.dc4.pageuppeople.com
<u>Login</u>: your multipass/trailhead login
<u>Password</u>: your multipass/trailhead password (PageUp uses singe-sign on (SSO))
<u>Browsers</u>: IE, Chrome, Firefox, Safari
<u>Bookmarking the URL</u>: If you bookmark the URL in your browser, you will need to edit the bookmark and make sure it is the URL above otherwise you will get errors when you attempt to login

Open the web browser of choice, login to PageUp, and then use the steps below to bookmark the page.

Internet Explorer
Create bookmark:
- Open IE and go to PageUp URL
- Select **Favorites** from the menu, select **Add to favorites**, then select Add

Edit web address:
>   To change the website address in your favorites select Favorites from the menu, right click on PageUp and select Properties, select **admin** and type **mines**, select OK

Google Chrome
Create bookmark and edit the web address at the same time:
- Select the **Favorites button (the star at the top right of the screen)**, type the title of the page, Select **Edit**, highlight **admin** then type **mines,** and select **Save**

Firefox
Create bookmark:
- Select the **Bookmark this page** button (star next to the search window)

Edit bookmark:
- Edit the web address by selecting **Show your bookmarks** (to the right of the star), go to recently bookmark and right click on the PageUp title then select **Properties**
- Select the **Favorites button (the star at the top right of the screen)**, type the title of the page, Select **Edit**, highlight **admin** then type **mines,** and select **Save Load this bookmark to sidebar**

Safari
Create bookmark:
- Select Bookmarks, Add Bookmark or press Command+D
- Select where to store the bookmark from the pop-up menu
- Rename the bookmark or use the name provided by Safari
- Click the Add button to save the bookmark

Edit bookmark:
- Select Bookmark, Edit Bookmark, Bookmark's menu
- Go to the location of where you saved the bookmark then right click on the bookmark title,
  - Select **Edit Address,** Select **admin** and type **mines**, then press the enter key