Personalize Your Links on Baggot Street

***Adding links to your Baggot Street page will allow easy use of the sites you visit most.***

**Directions:**

1. Log into Baggot Street. You must be logged in for the links to save.
2. Go to **Common Favorites** (left side of the screen-**Mercywide**).
3. Click the  star to the left of the item to add the following content:
* ***Benefits Collection***
* ***Co-worker Self Service***
* ***Healthification*** (sponsor code is M2BYL)
* ***Lippincott***
* ***MSDS Safety Sheets Online***
* ***Micromedex***
* ***MyEducation (to assign yourself a course, click CATALOG, then put in the course name or number (ex. SAFE069), click search, then click the course name, click INFO, then ENROLL)***
* ***MyMercy***
* ***MyPay***
* ***Online life support course registration***
* ***Smart Square***
* ***Webmail***
* ***Policy Tech***
* ***Maintenance Requests***
* ***EasyNet Biomed CE Request***
* ***SAFE (Safety, Accountably, and Feedback for Everyone)***
1. Select **Search** (top of the screen). The screen should turn purple.
2. Stay in **Search** mode. Type “interpreter.”
* ***Interpreter Services***
1. Search in **Hubs** Tab.This is to find all the general topics.Under **Education Title** tab, click “**Talent, Development, & Optimization.”**
2. Click on **“News”** this will show news Mercy Wide.
3. Click on **My Links** (top of the screen). Review your links to verify that these items were saved.