

# UT Dallas Links

## Summary

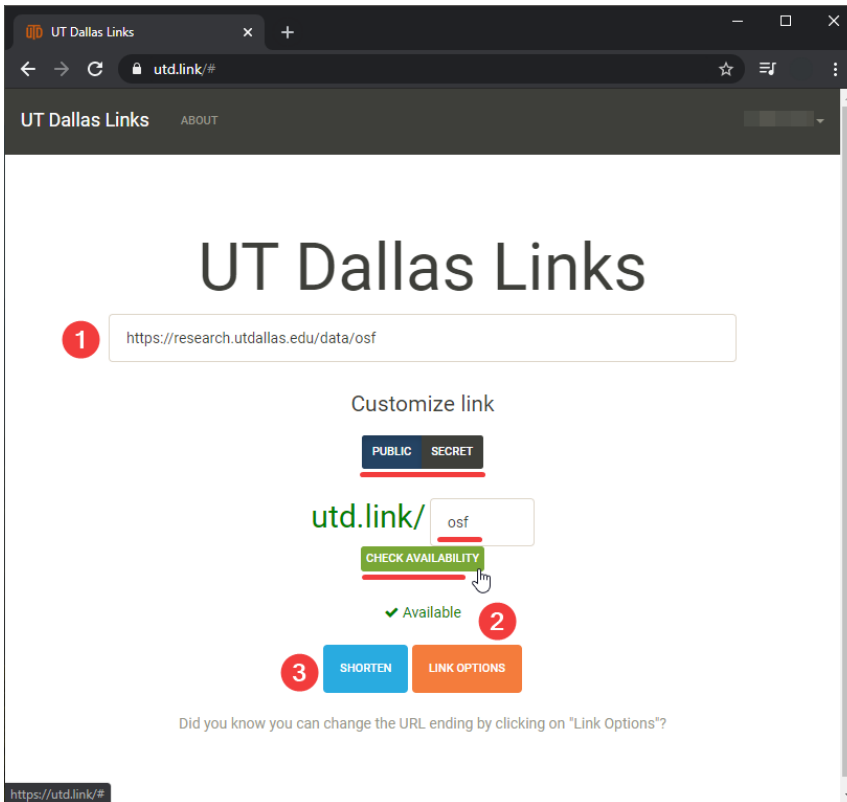
UT Dallas Links "shortens" a URL link for easy sharing. **It should only be used to shorten links to university-affiliated websites and activities.** Access is available to current full-time staff and faculty, student employees (such as RAs, TAs, and student workers) with supervisor approval, and elected representatives of official student organizations with organization sponsor approval.

## Request Access

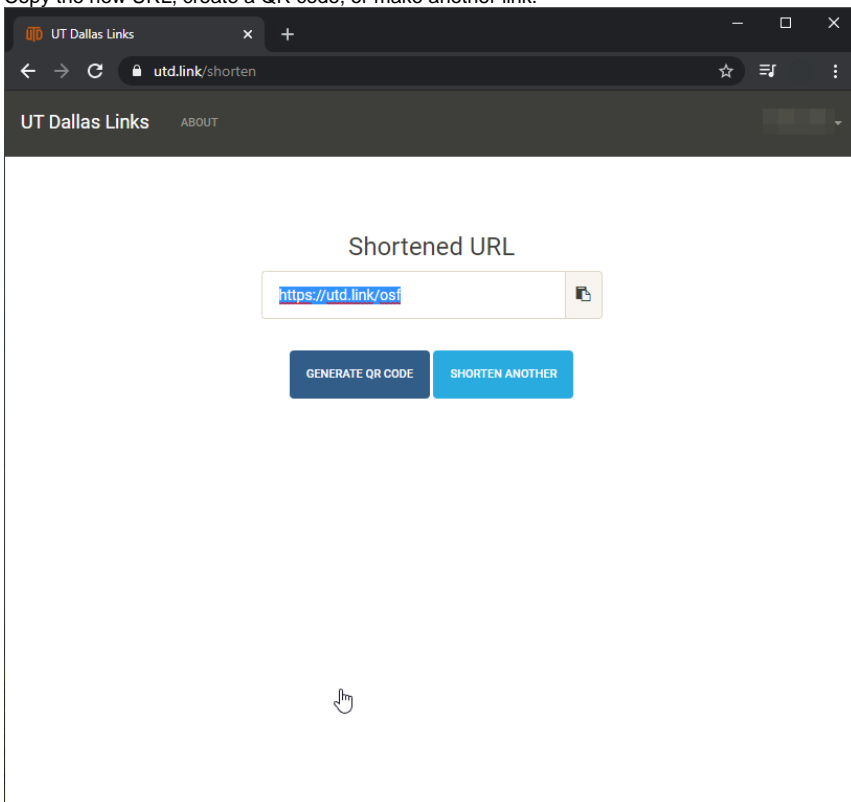
1. To request access to UT Dallas Links, please email [oris@utdallas.edu](mailto:oris@utdallas.edu).
2. ORIS will contact you with a username and password.
3. Navigate to <https://utd.link/login> and log-in. Be sure to change your password when logging in for the first time.

## Create a Short Link

1. Insert the full URL of the link you want to shorten into the designated box.
2. To customize the new short link, click on the button "Link Options". This will allow you to:
  - a. Insert the shortened name desired (also known as the "link ending")
  - b. Make a link public or private (searchable or not searchable)
  - c. Determine the availability
3. Click the button 'shorten' to create the link.



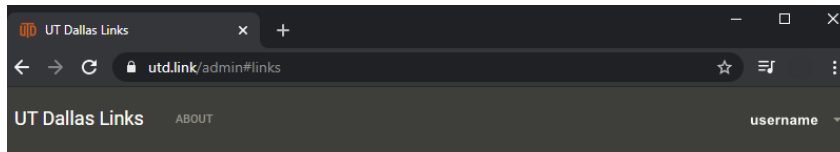
4. Copy the new URL, create a QR code, or make another link.



## Link Dashboard

### Edit Links

1. To see the short links you've created, click your user name in top right corner and navigate to the "Dashboard". Click the side menu "Links".
2. **It is possible to update the long URL, but it is not possible to change or delete the shortened name.**
  - a. To change the name, you must create a new link with the name desired.
  - b. To delete a short link, you must send [oris@utdallas.edu](mailto:oris@utdallas.edu) a request.



HOME

LINKS

SETTINGS

Show 10 entries Search:

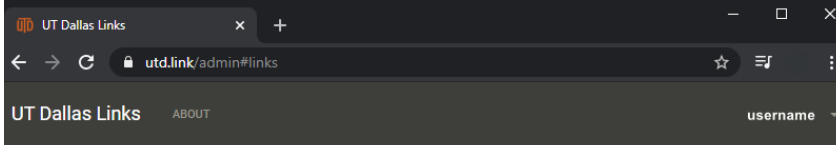
Link Ending	Long Link	Clicks	Date
cc2019	<a href="https://www.utdallas.edu/wellness/#cc">https://www.utdallas.edu/wellness/#cc</a>	0	2019-09-11 20:53:21
data	<a href="https://research.utdallas.edu/data">https://research.utdallas.edu/data</a>	11	2019-09-11 20:40:42
osf	<a href="https://research.utdallas.edu/data/osf">https://research.utdallas.edu/data/osf</a>	0	2020-02-11 17:54:14

Showing 1 to 3 of 3 entries

PREVIOUS 1 NEXT

## View Stats

1. To view statistics, click on the statistics icon under the "Clicks" part of the chart in the dashboard.



HOME

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Link Ending	Long Link	Clicks	Date
cc2019	<a href="https://www.utdallas.edu/wellness/#cc">https://www.utdallas.edu/wellness/#cc</a>	0	2019-09-11 20:53:21
data	<a href="https://research.utdallas.edu/data">https://research.utdallas.edu/data</a>	11	2019-09-11 20:40:42
osf	<a href="https://research.utdallas.edu/data/osf">https://research.utdallas.edu/data/osf</a>	0	2020-02-11 17:54:14

Showing 1 to 3 of 3 entries

PREVIOUS 1 NEXT

2. You are able to view the following:
  - a. Traffic over Time
  - b. Traffic Sources

c. Map (which shows where in the world the link was clicked from)

