# **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.

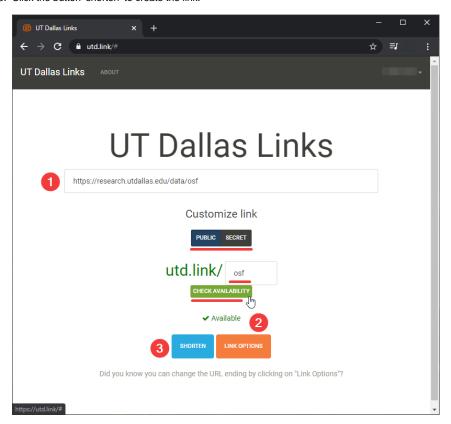
Access is available to current full-time staff and faculty, student employees (such as RAs, TAs, and student workers) with supervisor approval, and elected representatives of official student organizations with organization sponsor approval.

# **Request Access**

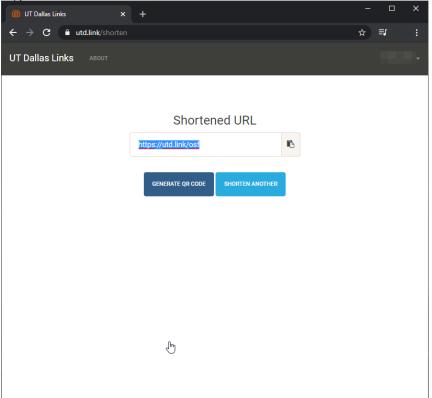
- 1. To request access to UT Dallas Links, please email oris@utdallas.edu.
- 2. ORIS will contact you with a username and password.
- 3. Navigate to https://utd.link/login and log-in. Be sure to change your password when logging in for the first time.

### 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.



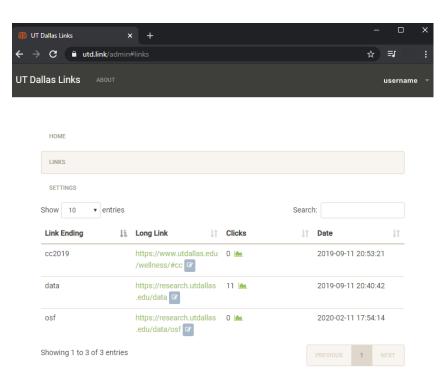
4. Copy the new URL, create a QR code, or make another link.



## Link Dashboard

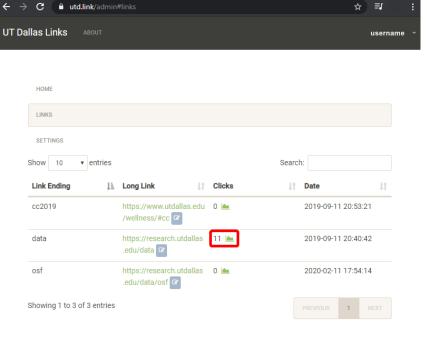
#### **Edit Links**

- 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".
- It is possible to update the long URL, but it is not possible to change or delete the shortened name.
   a. The 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 a request.



#### **View Stats**

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



- 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)

