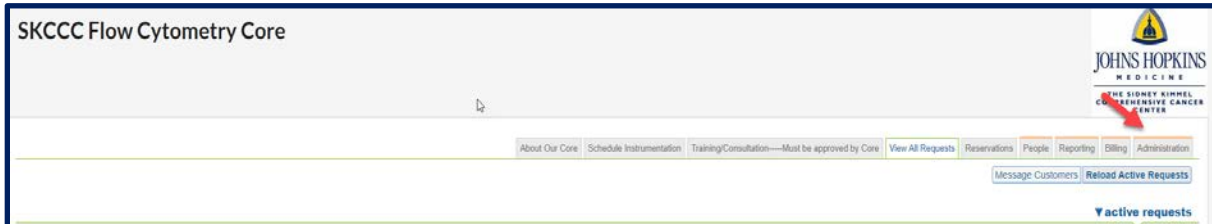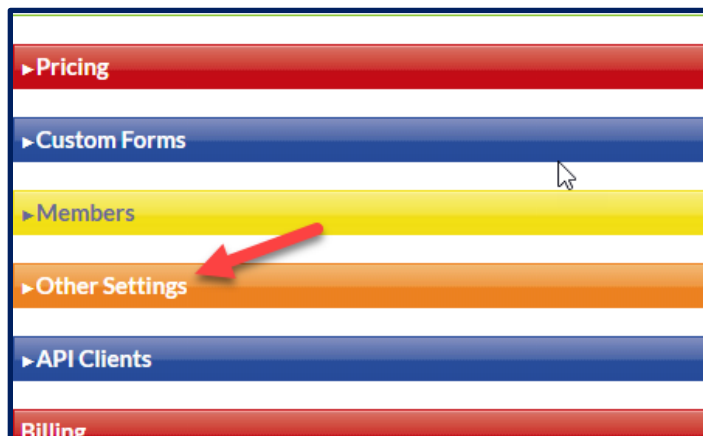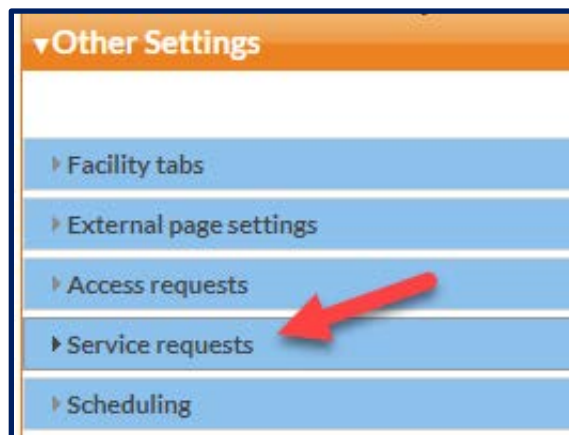# How to Change Tab Name on Core Page

1. Log on to your core site and click on the Administration tab on the far-right side of the page.
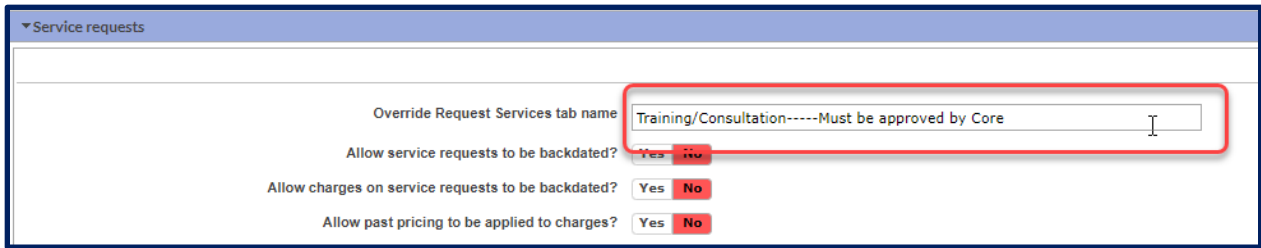

2. Click on Other Settings (orange bar) to open up the settings.

3. Click on Service Requests.

4. Type the name you want to appear on the tab heading in the text box.

5. Click on the Apply button at the bottom right of the Service Requests section to save your changes.