Overview
Favorites allow you to create your own list of bookmarks to folder and content references in PeopleSoft. The Favorites you create become part of your PeopleSoft user profile. This means that when you log-in to PeopleSoft at another workstation, your PeopleSoft Favorites will be there.

PeopleSoft Favorites should not be confused with the Favorites that are created within your Internet Explorer browser.
Update Favorites

Log in to PeopleSoft

1. Navigate to the folder or content that you want to bookmark

   Note: If you create a Favorite while in a record, the Favorite is a shortcut for the navigation, not to a record.

2. Click Add to Favorites in the top right hand corner of the page

   The Add to Favorites page displays.

3. Edit or accept the Description

4. Click OK

   You will be returned to your original page.

Access Favorites

1. Click My Favorites at the top of the Menu

2. Click on the hyperlink of the page you want to access

Edit Favorites

1. Click My Favorites at the top of the Menu

2. Click Edit Favorites

   • To re-label a favorite, type a new name in the text box.
   • To delete a favorite, press the Delete button associated with it.
   • To reorder favorites, type an appropriate number in the Sequence number box.

3. Click Save

Whom to Contact for Help?

For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).