I. CFS - Log-On

Enter the Network ID and Password

Click on CFS Production Login

II. CFS 9.2 MP 3.0 - Navigation

You will see the following screen once you are in CFS PeopleSoft. Click on the NavBar Incon – follow red arrow in the illustration.
The following **NavBar** will display.

![NavBar Diagram]

You can access your menu choices by selecting either the **Navigator** or **My Favorites Icon**. *(Please note that you will need to initially choose your menu item through Navigator and then create your Favorite.)*

**A. Navigator:** From the NavBar, select the Navigator icon and then select the desired menu item until you reach the desired page.

![Navigator Diagram]
B. **My Favorites:** From the NavBar, select the My Favorites icon and then select the desired page.

C. **How to Add Favorites:** Be sure to be on the desired page and follow the steps below.