

Using Favorites in MyCSUEB

Adding Favorites in MyCSUEB

***Please Note: Favorites are not available to non-employees of CSU East Bay.** If you are an employee of CSU East Bay, but not seeing the Favorites option, please open a Service Request.

The following example demonstrates adding, Search for Classes, to the Favorites.

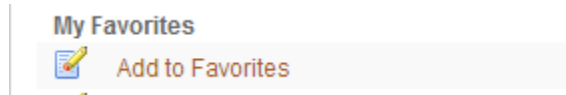
While viewing a content page you wish to add to your Favorites, click the Favorites dropdown, **Favorites** located on the left of the MyCSUEB header bar, and select Add to Favorites.

While viewing the Search for Classes page, select **Favorites**.

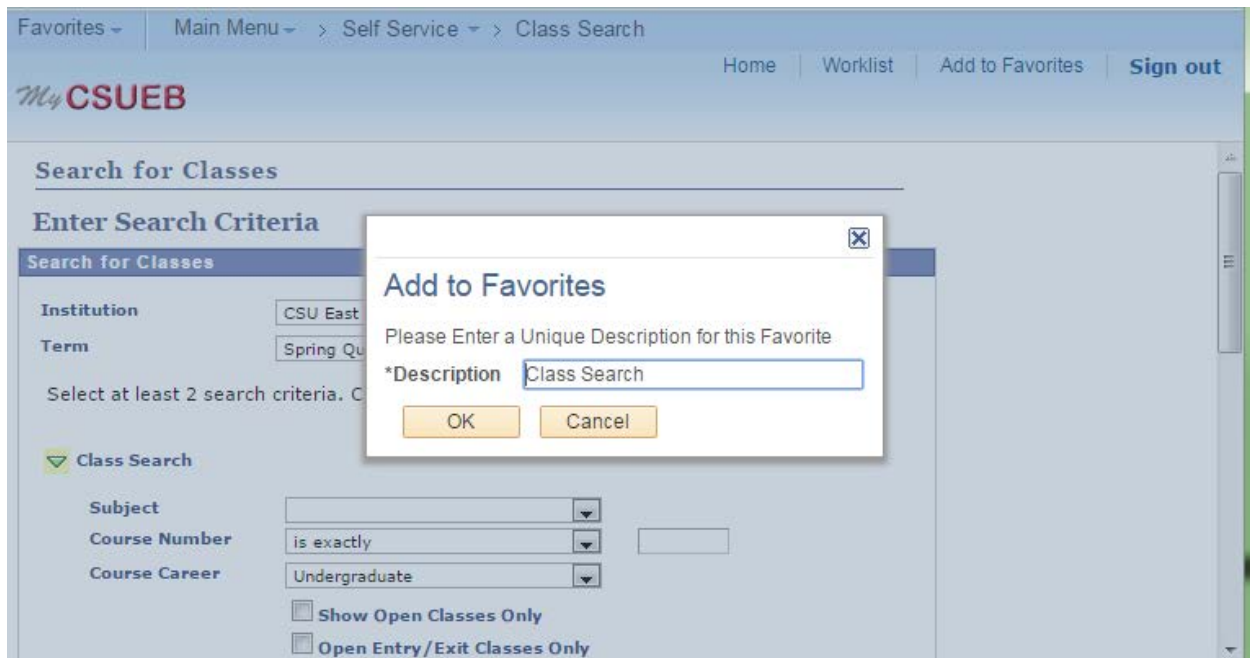
The screenshot shows the MyCSUEB interface. At the top left, the 'Favorites' dropdown menu is highlighted with a red box. The breadcrumb trail reads 'Main Menu > Self Service > Class Search'. The page title is 'MyCSUEB' and the main heading is 'Search for Classes'. Below this is a section titled 'Enter Search Criteria' with a sub-heading 'Search for Classes'. The search criteria include 'Institution' (CSU East Bay) and 'Term' (Spring Quarter 2014). A message states: 'Select at least 2 search criteria. Click Search to view your search results.' Below this is a 'Class Search' section with a dropdown arrow. The search criteria include 'Subject' (empty), 'Course Number' (is exactly), and 'Course Career' (Undergraduate). There are also two checkboxes: 'Show Open Classes Only' and 'Open Entry/Exit Classes Only'.

Favorites ▾	Main Menu ▾ > Self Service ▾ > Class Search
MyCSUEB	
Search for Classes	
Enter Search Criteria	
Search for Classes	
Institution	CSU East Bay ▾
Term	Spring Quarter 2014 ▾
Select at least 2 search criteria. Click Search to view your search results.	
Class Search	
Subject	▾
Course Number	is exactly ▾
Course Career	Undergraduate ▾
<input type="checkbox"/>	Show Open Classes Only
<input type="checkbox"/>	Open Entry/Exit Classes Only

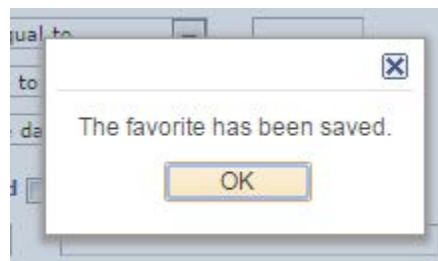
A dropdown menu appears, select Add to Favorites on the dropdown menu.



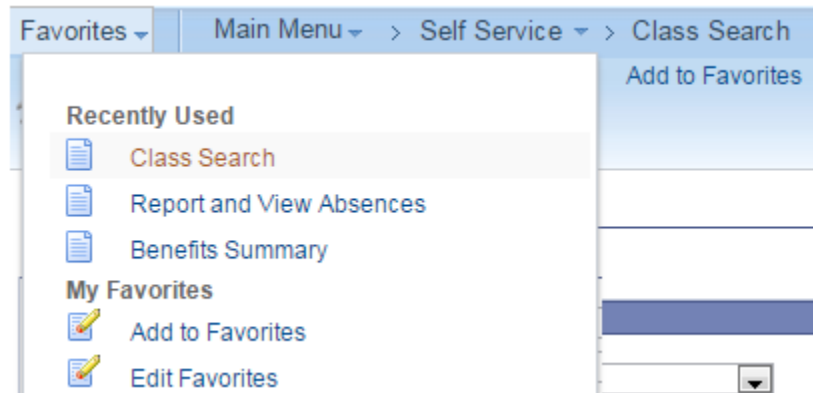
Enter the description you wish to use to identify the page.



After selecting OK, another pop-up window confirms the action. Click OK again.

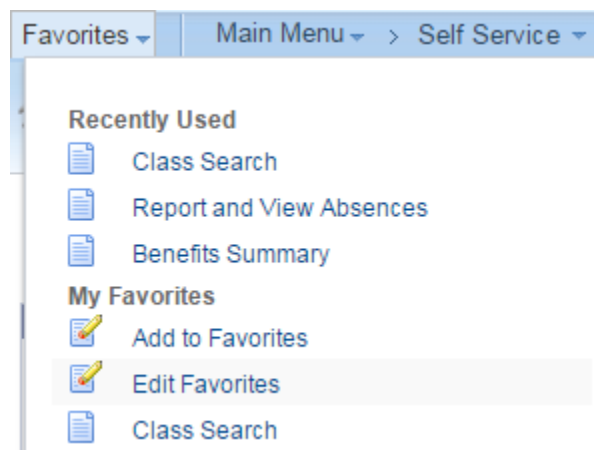



The **Class Search** favorite is now listed under Recently Used



Removing Favorites and changing the Sequence of Favorites

To remove an entry in Favorites, select **Favorites**, then select **Edit Favorites** from the dropdown list.




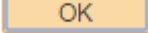
Select the minus symbol  on the far right of the Class Search row.

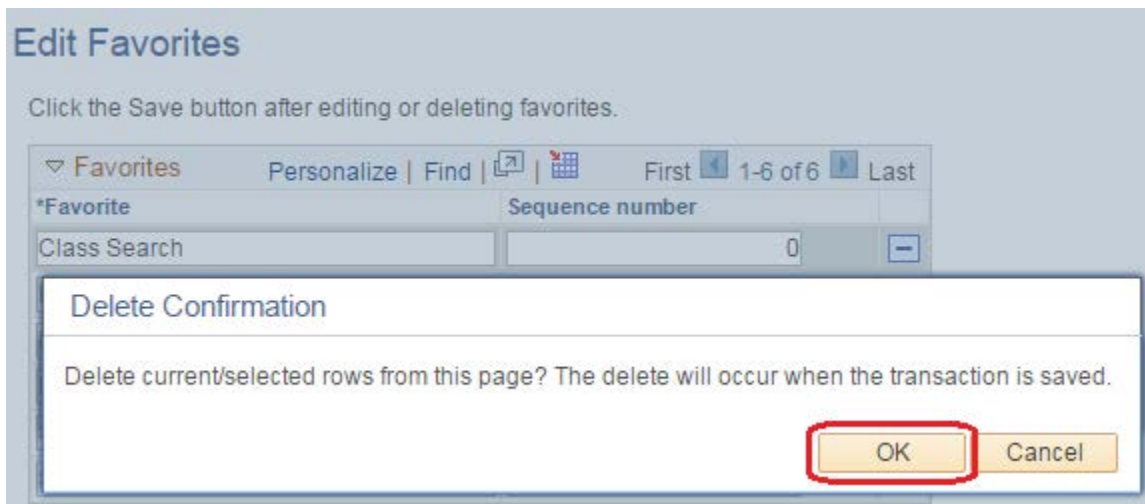


Edit Favorites

Click the Save button after editing or deleting favorites.

*Favorite	Sequence number	
Class Search	0	







Select OK  in the pop-up window to confirm the removal of the selected Favorite.



Edit Favorites will now display the current Favorites, with the Class Search removed.

Edit Favorites








Click the Save button after editing or deleting favorites.

Favorites		
Personalize Find  	First  1-5 of 5  Last	
*Favorite	Sequence number	
Report and View Absences	1	
Student Services Ctr (Student)	2	

The sequence of Favorites can be ordered by entering or changing the sequence numbers, with zero being displayed at the top of the Favorites list.

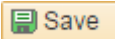
Edit Favorites

Click the Save button after editing or deleting favorites.

Favorites		
Personalize Find  	First  1-6 of 6  Last	
*Favorite	Sequence number	
Student Center	0	
Report and View Absences	1	
Student Services Ctr (Student)	2	

 Save  Notify

When finished with the edits to Favorites, select Save.

 Save