



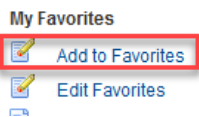
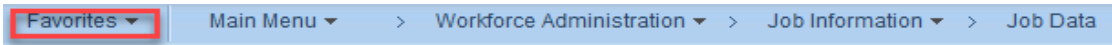
**Overview:** This document provides an overview on how add, edit and remove Favorites. Only employees with administrative access will have the ability to save a frequently used page as a favorite.

## Log In

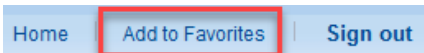
1. Navigate to **MyHR** (<https://www.csueastbay.edu/myhr/>)
2. Enter your **NetID, Password** and Click **SIGN IN**

## Add a Favorite

3. While viewing a content page you wish to add to your Favorites, users can click the Favorites drop-down and select Add to Favorites or click the Add to Favorites link located next to Sign Out link



OR

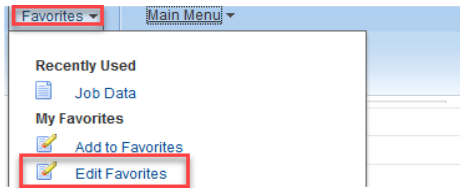


4. Enter the description you wish to use for page and click **OK**

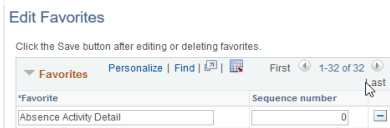
5. Favorite confirmation page will display, click **OK**


## Delete a Favorite

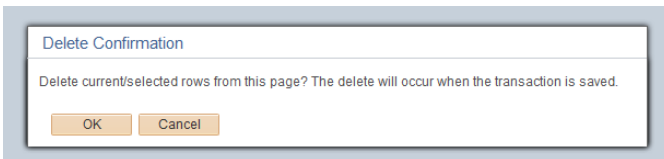
- To delete a Favorite, select Favorites, then select Edit Favorites from the drop-down list.



The Edit Favorites page will display

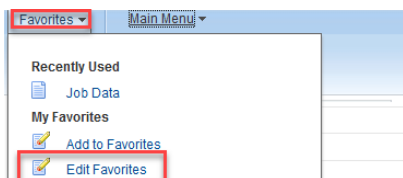


- You can remove a Favorite by selecting the minus  sign located next to the page description you assigned.
- The delete confirmation page displays, click OK to confirm removal of the selected Favorite.



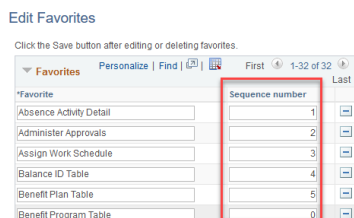
## Edit a Favorite

- To change the sequence in which your Favorites are displayed, select Favorites, then select Edit Favorites from the drop-down list.



The Edit Favorites page is displayed

- The order in which Favorites are displayed can be assigned or changed by entering the desired sequence, with zero being displayed at the top list.



- Click Save to store changes.

