

CFS 9.2 MP 3.0 - Navigation Reference Guide

I. CFS - Log -On

The screenshot shows the top navigation bar of the California State University East Bay website. The main navigation menu includes: Prospective Students, Current Students, Faculty, Staff, and Alumni & Friends. The 'Staff' menu is currently selected. Below the navigation bar, there are several content blocks: 'Announcements' with a 'Semester Conversion' notice; 'News for Staff' with a list of recent news items; 'Resources & Support' with a grid of links for various services like Campus Services, Health, Wellness & Safety, Employee Benefits, Computer & Phone Support, and Collective Bargaining; 'MyCSUEB Staff Tools' with links to Email & Calendar, Knowledge Base, eSAFEFAF, OnBase, Service Desk, SharePoint, eSARF, and Training Now; 'Pioneer Data' with a description of the data website; 'PeopleSoft/Finance Operations Login' with a highlighted 'Finance (CFS)' link; and 'Workplace Giving' and 'Campus Directory'.

Enter the Network ID and Password



Login to Shibboleth Identity Provider

NetID

Password

Don't Remember Login

Click on CFS Production Login

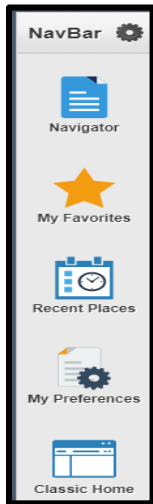
The screenshot shows the 'Common Financial System (CFS)' page. The page has a navigation bar with links for EMPLOYEE RESOURCES, TOOLS & SERVICES, DIVISION & ORGANIZATIONS, PROJECTS & INITIATIVES, COLLABORATE, POLICIES, FORMS, and NEWS & INFORMATION. The 'TOOLS & SERVICES' menu is selected, and the 'COMMON FINANCIAL SYSTEM (CFS)' sub-menu is active. The main content area includes a 'Common Financial System (CFS)' section with a 'CFS PRODUCTION LOGIN' button, a 'Systemwide Technical Support' section with contact information, and a 'CFS System Outages' table. The table has columns for 'Title' and 'Distribution Date'. The current row shows 'Scheduled Maintenance: CO Monthly Maintenance Application Servers -' with a distribution date of '3/25/2018 4:57 AM'.

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.

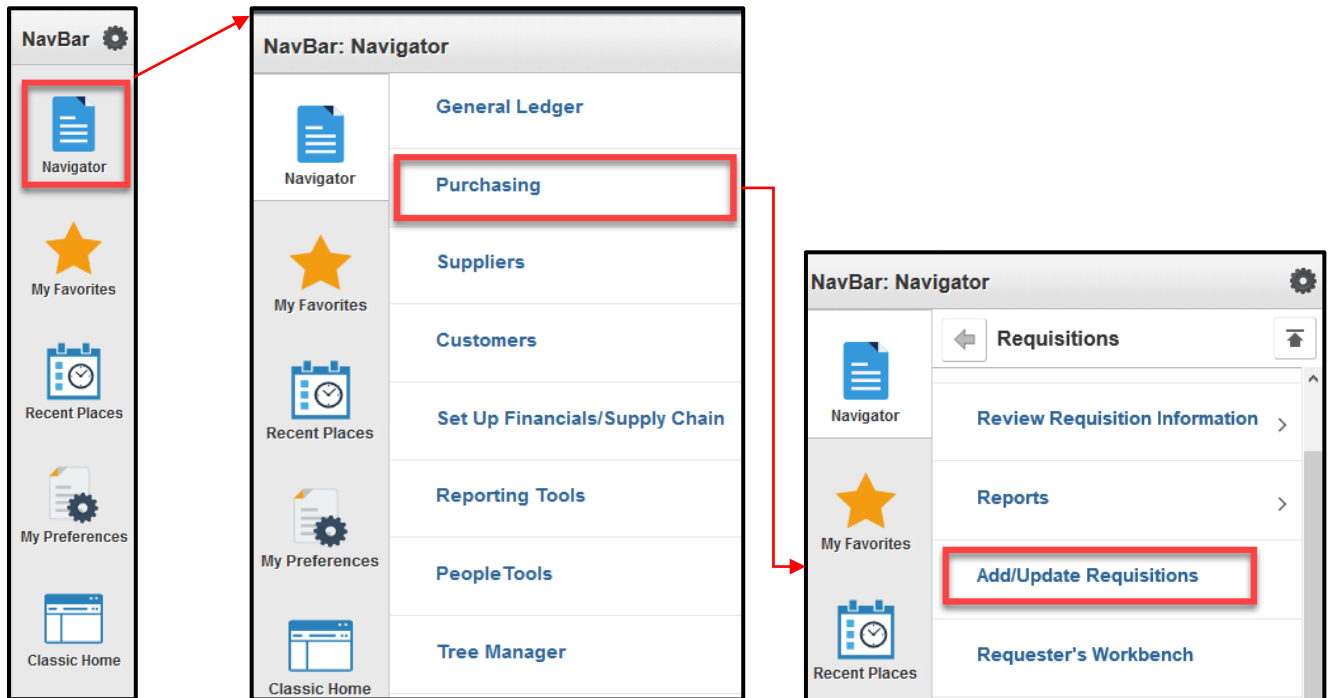
The screenshot shows the Oracle CFS 9.2 navigation bar. The Oracle logo is on the left, and the text 'CFS 9.2' is in the center. On the right side of the bar, there are icons for home, search, and a navigation icon (three horizontal lines). A red arrow points to the navigation icon.

The following **NavBar** will display.



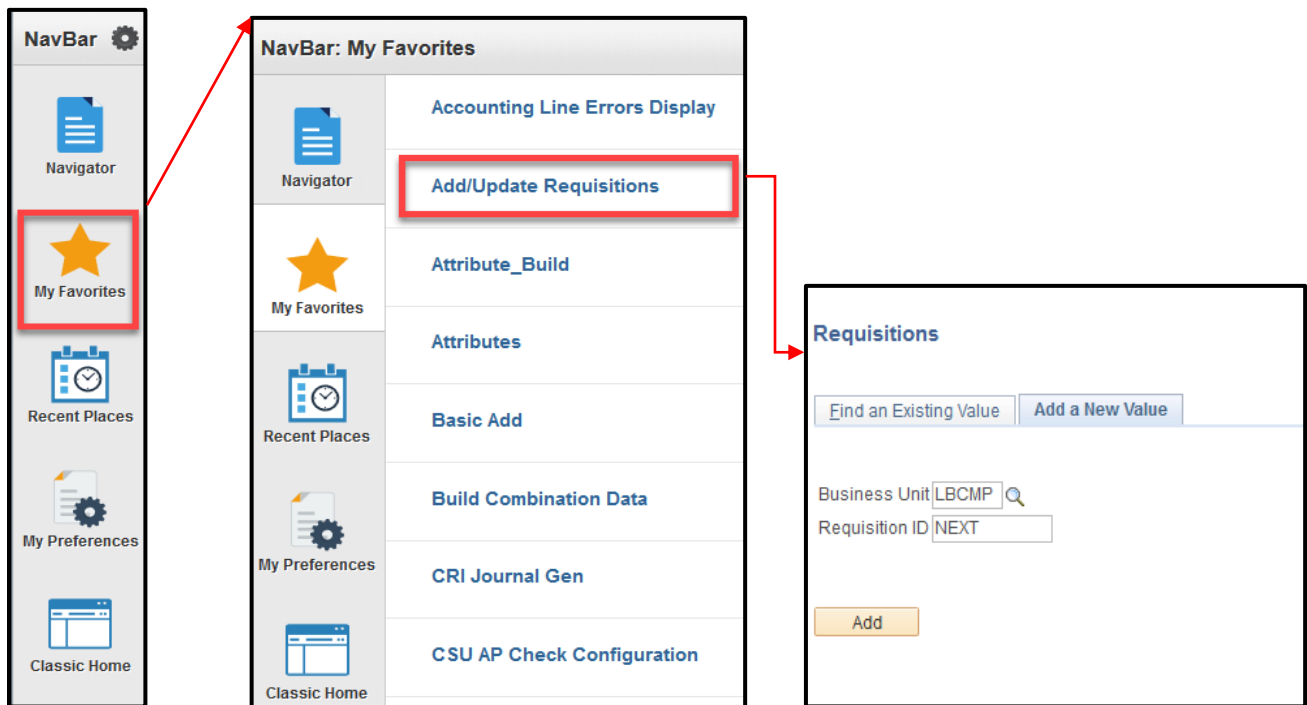
You can access your menu choices by selecting either the **Navigator** or **My Favorites Icon**. (Please note that you will need to initially choose your menu item through Navigator and then create your Favorite.)

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



Or

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.

