PeopleSoft-Adding Favorites Quick Guide

Favorites are similar to standard browser bookmarks for frequently accessed folders and content. Once a favorite is added, it is maintained under the **My Favorites** folder.
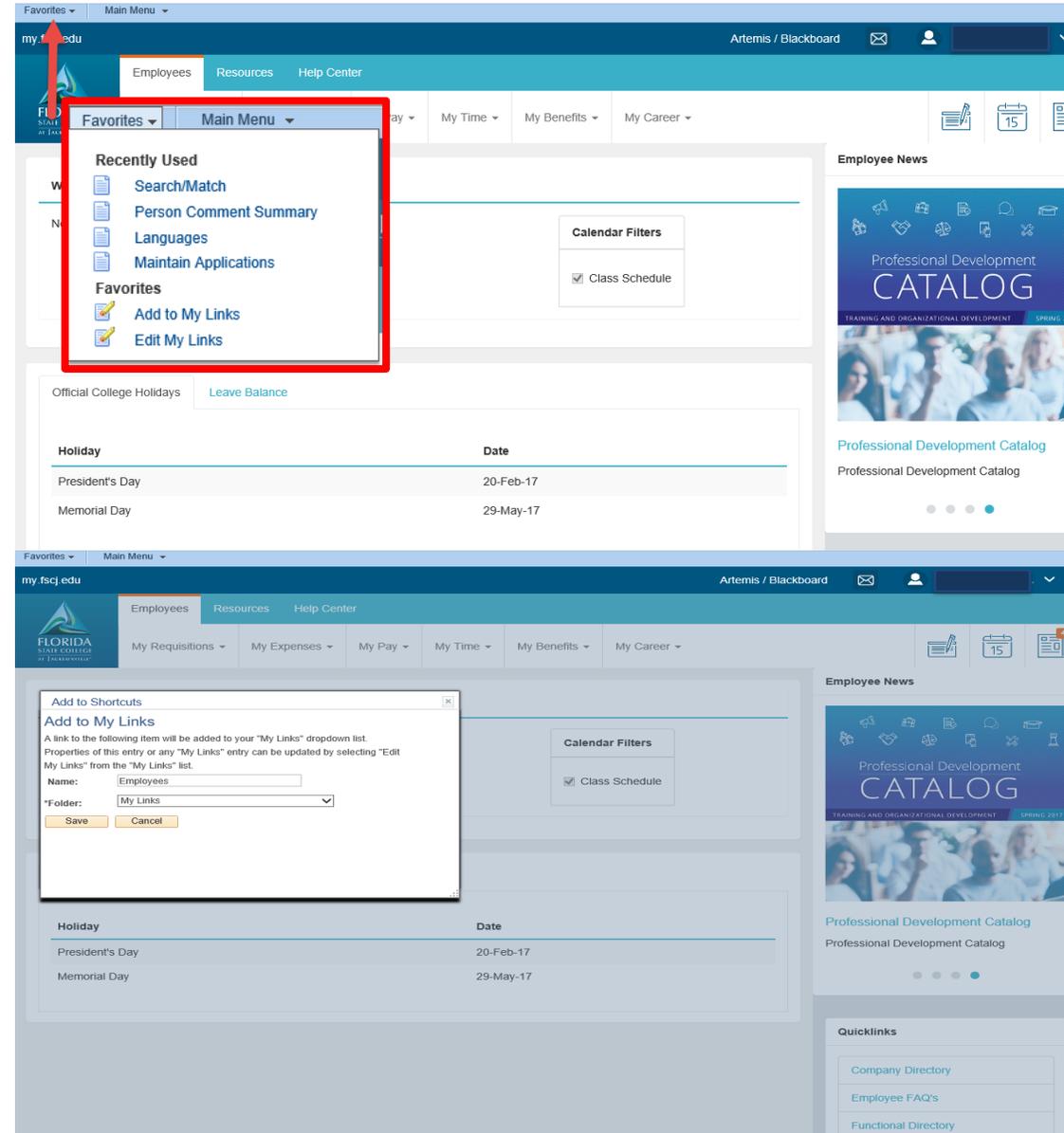
Any desired pages can be added to **My Favorites**.

You must login to **MyFSCJ** to use this feature.

Login to MyFSCJ

1. Open an Internet browser
2. Login to MYFSCJ with your employee ID and password
3. Click **Favorites**
4. Click **Add to My Links**
5. Type the name of your favorite
6. Indicate which folder will hold your favorite
7. Click **Save**

Note: To delete a favorite click **Edit My Links**.

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