

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.

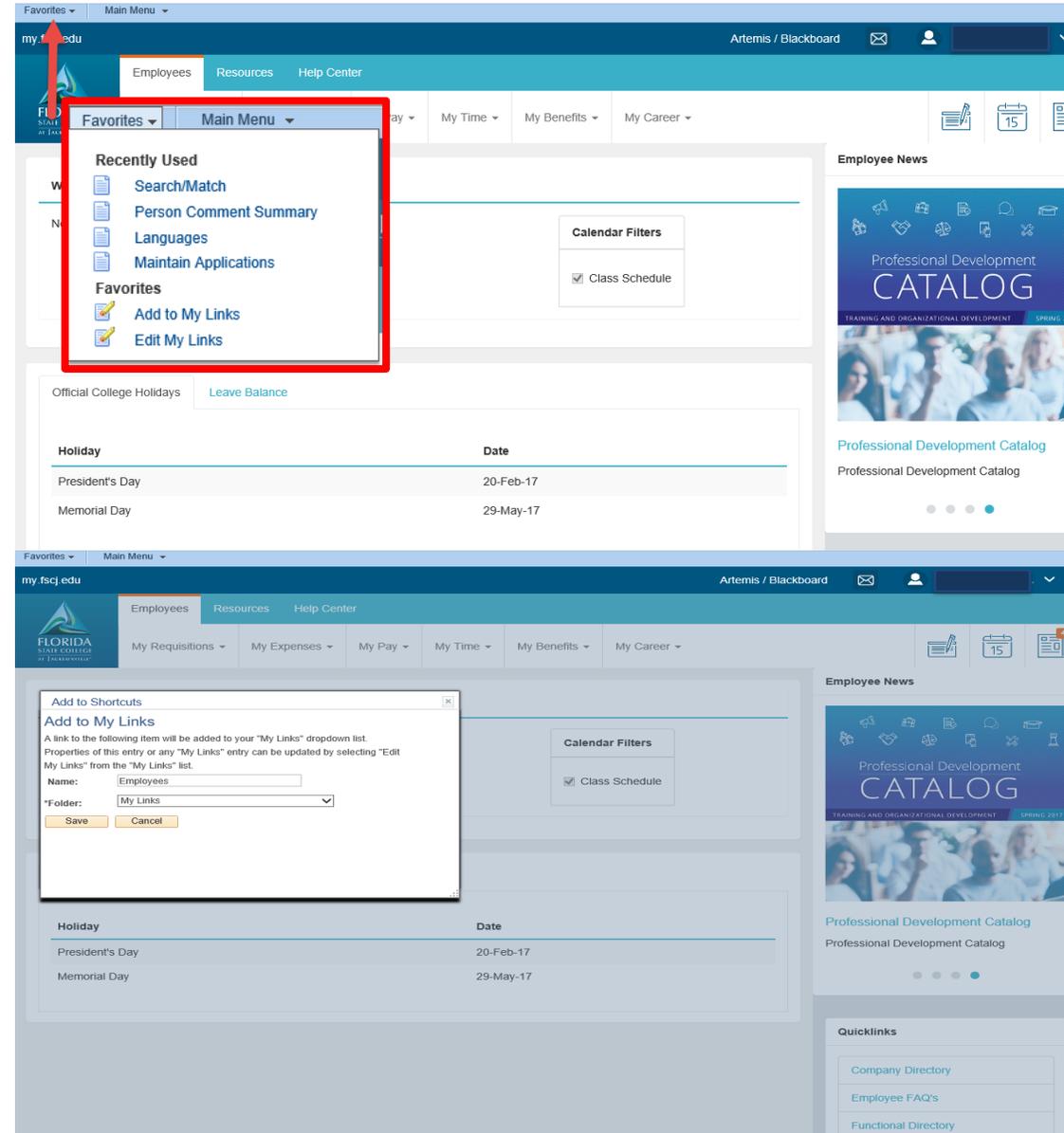
Any desired pages can be added to **My Favorites**.

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**.



The top screenshot shows the PeopleSoft interface with the 'Favorites' dropdown menu open. The menu is highlighted with a red box and contains the following items:

- Recently Used
 - Search/Match
 - Person Comment Summary
 - Languages
 - Maintain Applications
- Favorites
 - Add to My Links
 - Edit My Links

The bottom screenshot shows the same interface with the 'Add to My Links' dialog box open. The dialog box contains the following fields and options:

- Title: Add to Shortcuts
- Add to My Links
- A link to the following item will be added to your "My Links" dropdown list. Properties of this entry or any "My Links" entry can be updated by selecting "Edit My Links" from the "My Links" list.
- Name: Employees
- *Folder: My Links
- Buttons: Save, Cancel