

How to edit favorites or add new favorites

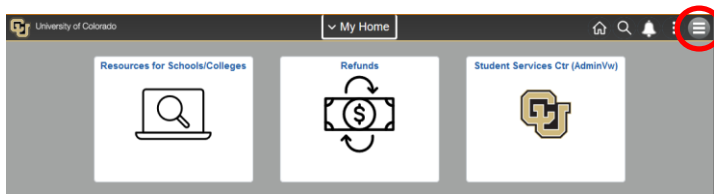
This guide covers:

- [How to edit your favorites](#)
- [How to add new favorites](#)

How to edit your favorites

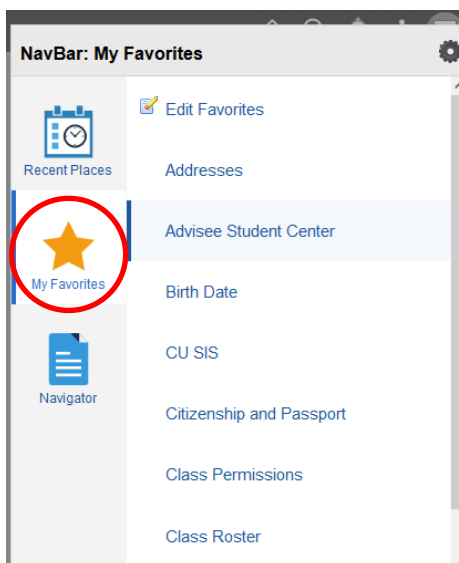
To access your favorites, click on the **NavBar** in the upper right corner.

NOTE: For instructions on how to add your favorites as a tile, see [this document](#).



Click on the **My Favorites** menu.

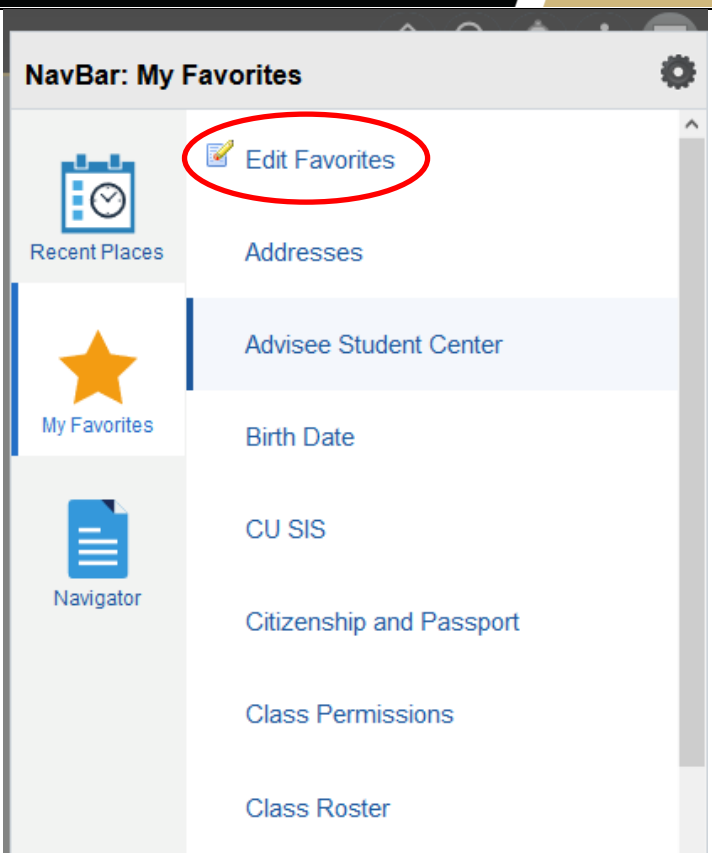
You will see all your favorites listed. From here, you can select the page you wish to see.



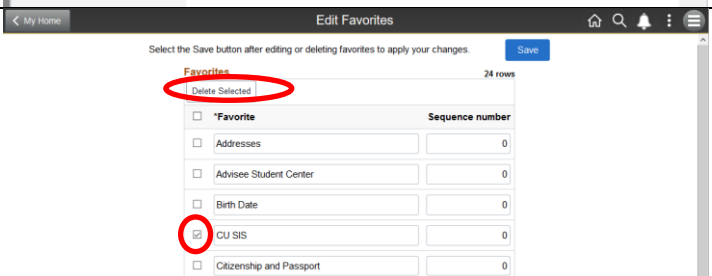
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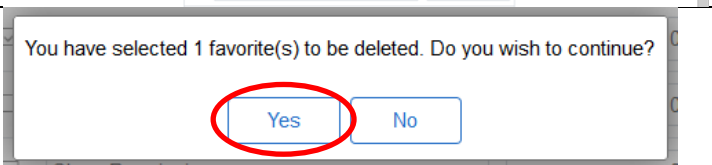
Click on the **Edit Favorites** menu.



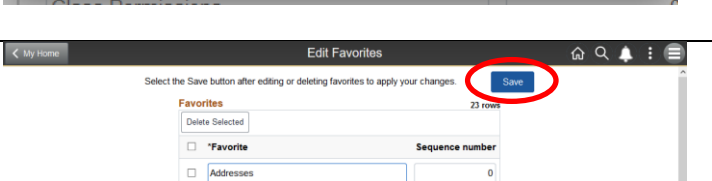
You can delete a favorite by **checking the box**, then choosing the **Delete Selected** button.



Click **Yes** to delete.



Then click **Save**.



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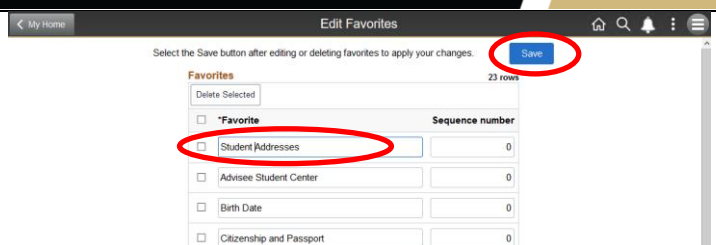
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You can rename a favorite by clicking in the name box and editing the name, then click **Save**.

In this example, we will change “Addresses” to “Student Addresses.”



My name: Edit Favorites

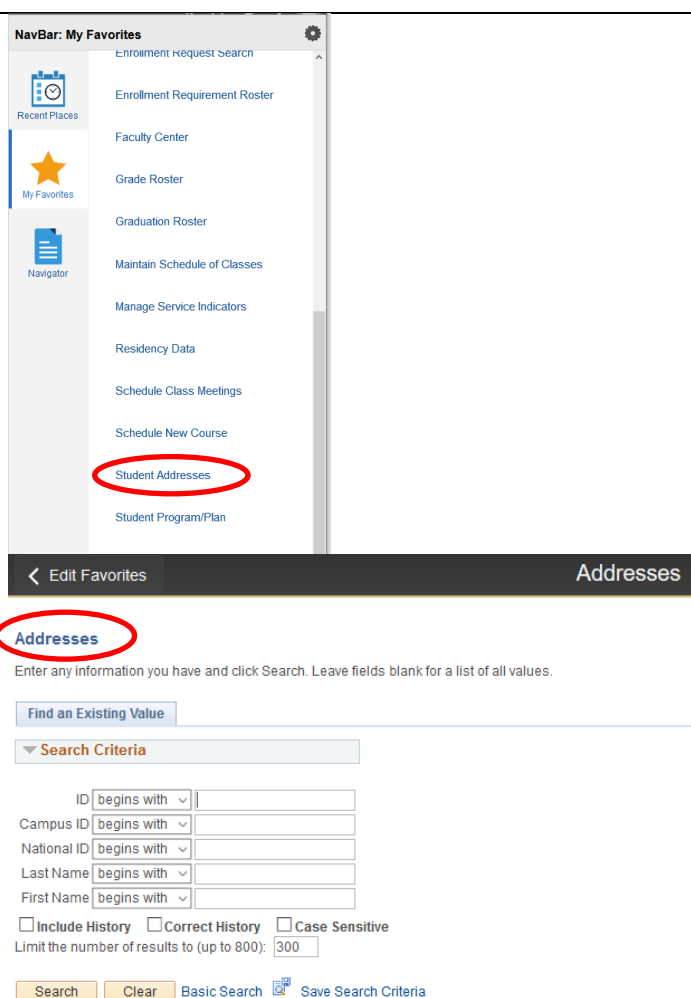
Select the Save button after editing or deleting favorites to apply your changes.

Save

Favorites 23 rows

*Favorite	Sequence number
<input type="checkbox"/> StudentAddresses	0
<input type="checkbox"/> Advisee Student Center	0
<input type="checkbox"/> Birth Date	0
<input type="checkbox"/> Citizenship and Passport	0

Note that the name of the favorite in the favorites list changes, but the name of the page will remain the original page name.



NavBar: My Favorites

Enrollment Request Search

Enrollment Requirement Roster

Faculty Center

Grade Roster

Graduation Roster

Maintain Schedule of Classes

Manage Service Indicators

Residency Data

Schedule Class Meetings

Schedule New Course

Student Addresses

Student Program/Plan

< Edit Favorites Addresses

Addresses

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID begins with

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 800): 300

Search Clear Basic Search Save Search Criteria



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You can also re-sequence your favorites. (Note that the sequence numbers default to zero.)

You can change the sequence numbers and click **Save**.

23 rows

*Favorite	Sequence number
<input type="checkbox"/> Advisee Student Center	5
<input type="checkbox"/> Birth Date	4
<input type="checkbox"/> Citizenship and Passport	3
<input type="checkbox"/> Class Permissions	2
<input type="checkbox"/> Class Roster	1
<input type="checkbox"/> Class Search	0
<input type="checkbox"/> Class Search for ALL terms	0

After saving, pages will be in the sequence you selected.

Please note: All zeros will show at the top and the numbers will fall after in order.

<input type="checkbox"/> Student Program/Plan	0
<input type="checkbox"/> Student Services Ctr (AdminVw)	0
<input type="checkbox"/> Visa Permit Data	0
<input type="checkbox"/> Class Roster	1
<input type="checkbox"/> Class Permissions	2
<input type="checkbox"/> Citizenship and Passport	3
<input type="checkbox"/> Birth Date	4
<input type="checkbox"/> Advisee Student Center	5

How to add a new page to your favorites

To add a new page to your favorites, you need to first navigate to the page using the Global Search or the NavBar.

For this example, we will use the Global Search.

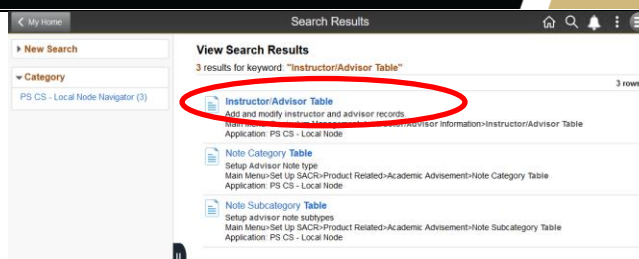


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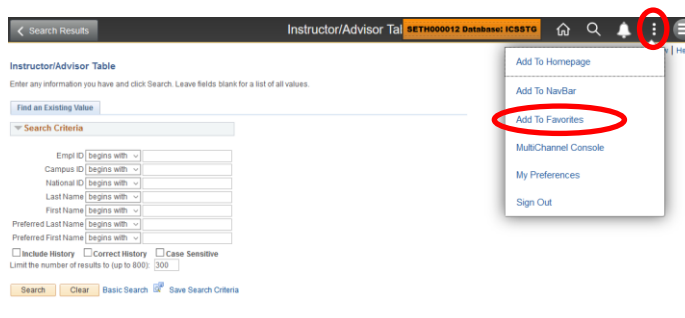
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Select the page you want to add.

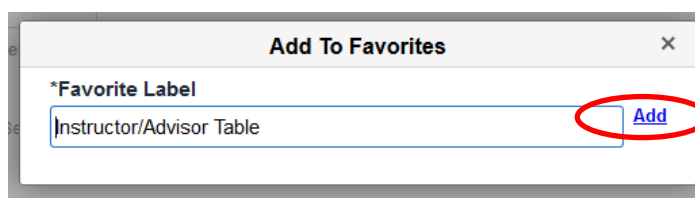
In this example, we selected the Instructor/Advisor Table from the list.



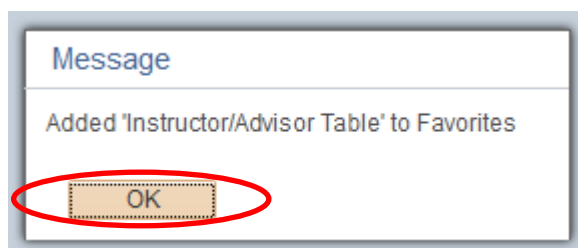
From the page, click the **Actions** menu, and select **Add to Favorites**.



Click **Add**.



Click **OK** on the informational message.



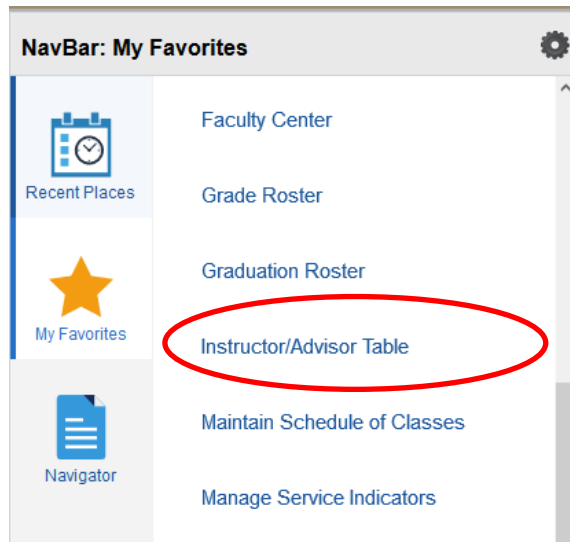
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The newly added favorite has now been added to favorites in alphabetical order.



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