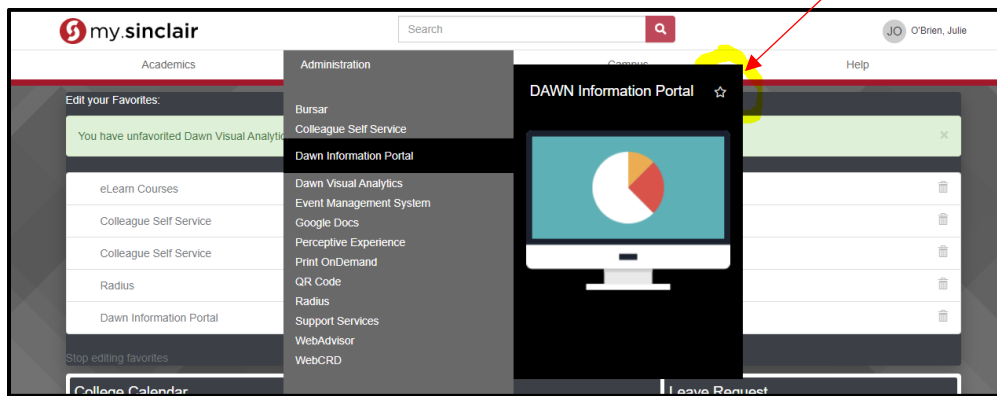


Portal Favorites

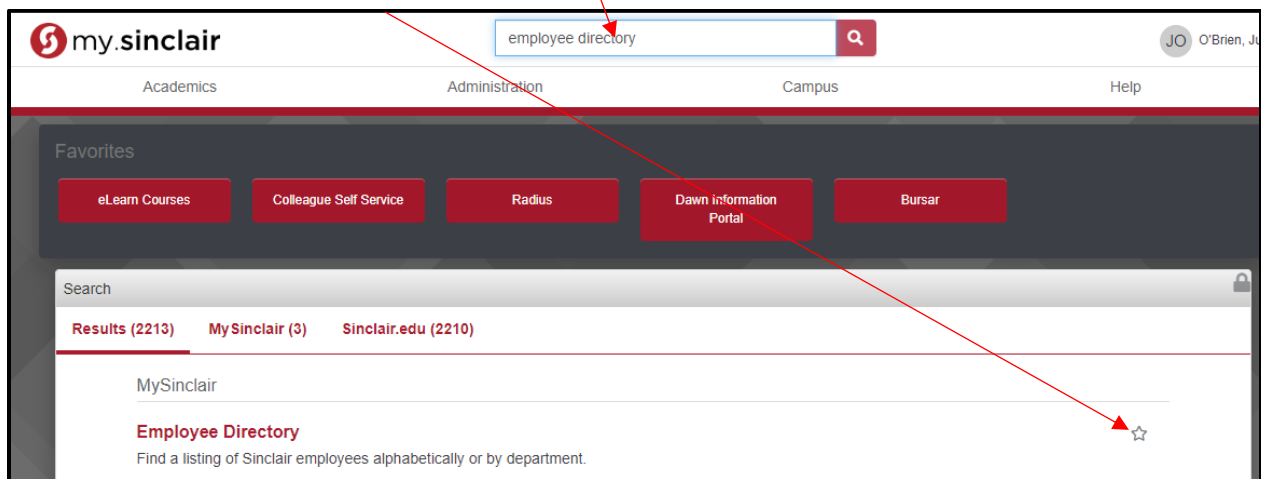
Add favorites from the menus

1. Place the cursor over one of the menus at the top of the page (Academics, Administration, Campus, Help)
2. Highlight the one you want to add to favorites and click the star in the top right corner
3. Refresh the page (F5) to see the change



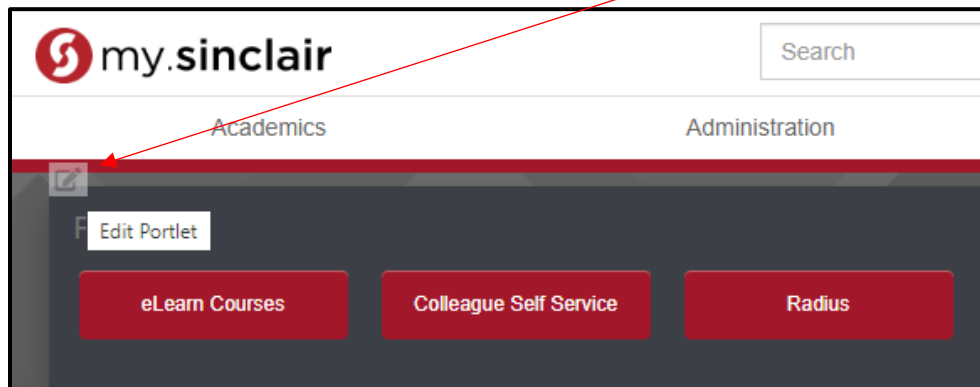
Add favorites from search

You can also add favorites by searching for them. Click the star to add to favorites.



Deleting and editing favorites

1. Cursor over the top left corner until you can click the Edit Portlet button (it's touchy)



2. Click the trashcan icon to the right of the item you want to remove
3. Click and drag items to reorder them
4. Click Stop editing favorites when finished and refresh to see changes (F5)

