UC San Diego

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Health Sciences

Micro Learning:
How to Create Favorites for Bookmarks

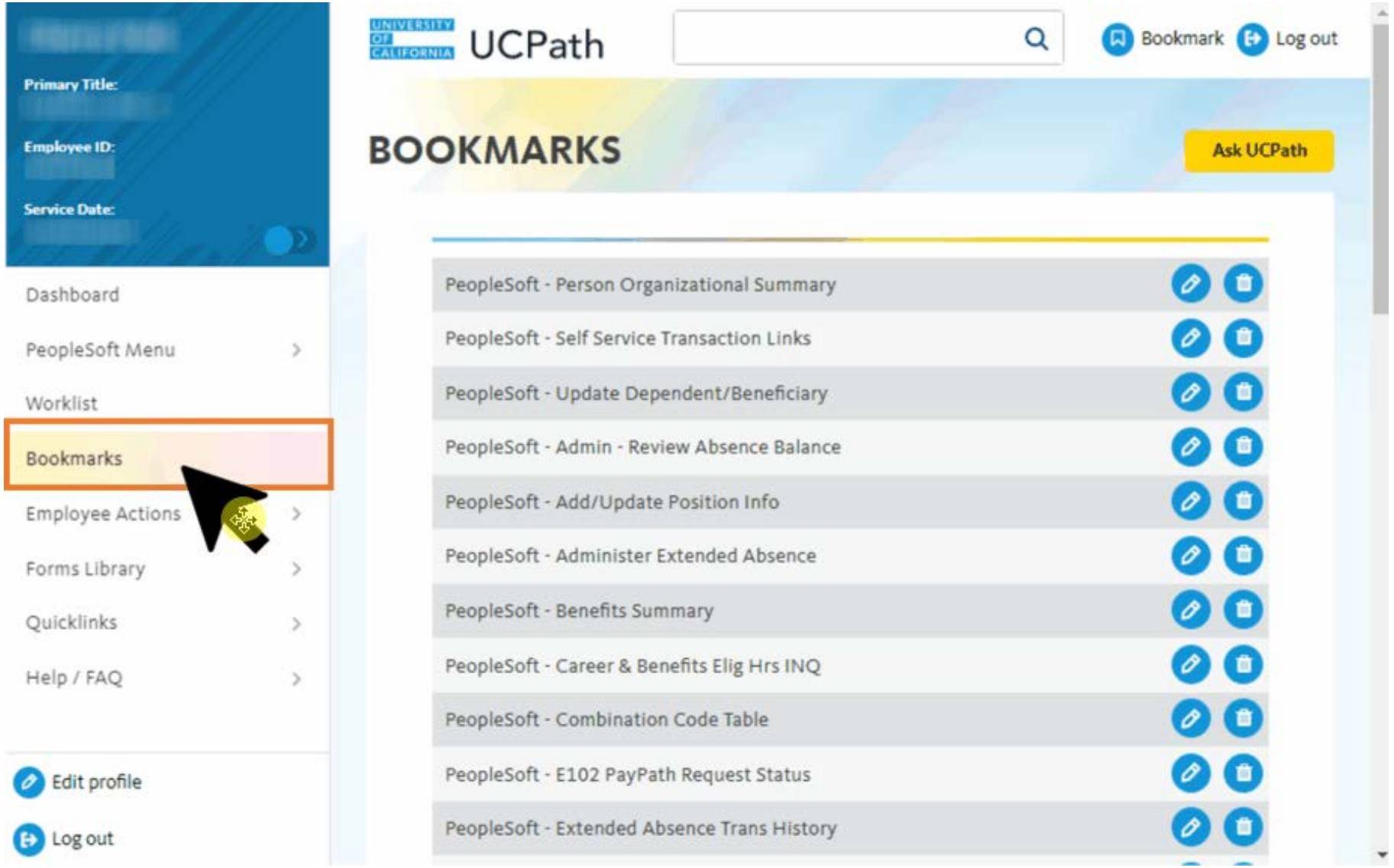
7/29/22

UC Path

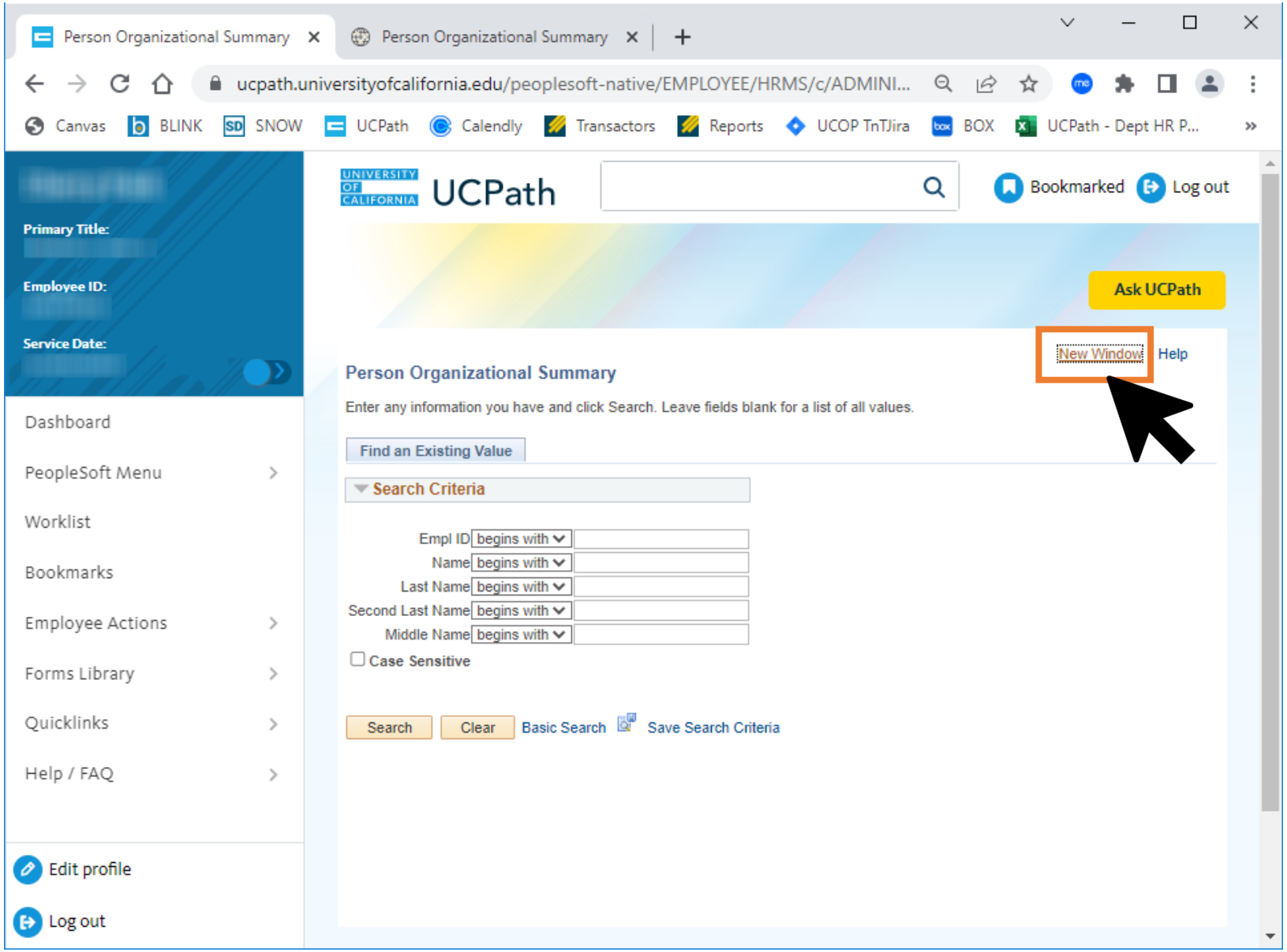
Step 1 | Bookmarks

1

Navigate to your **Bookmarks** page and click on the bookmark you want to Favorite



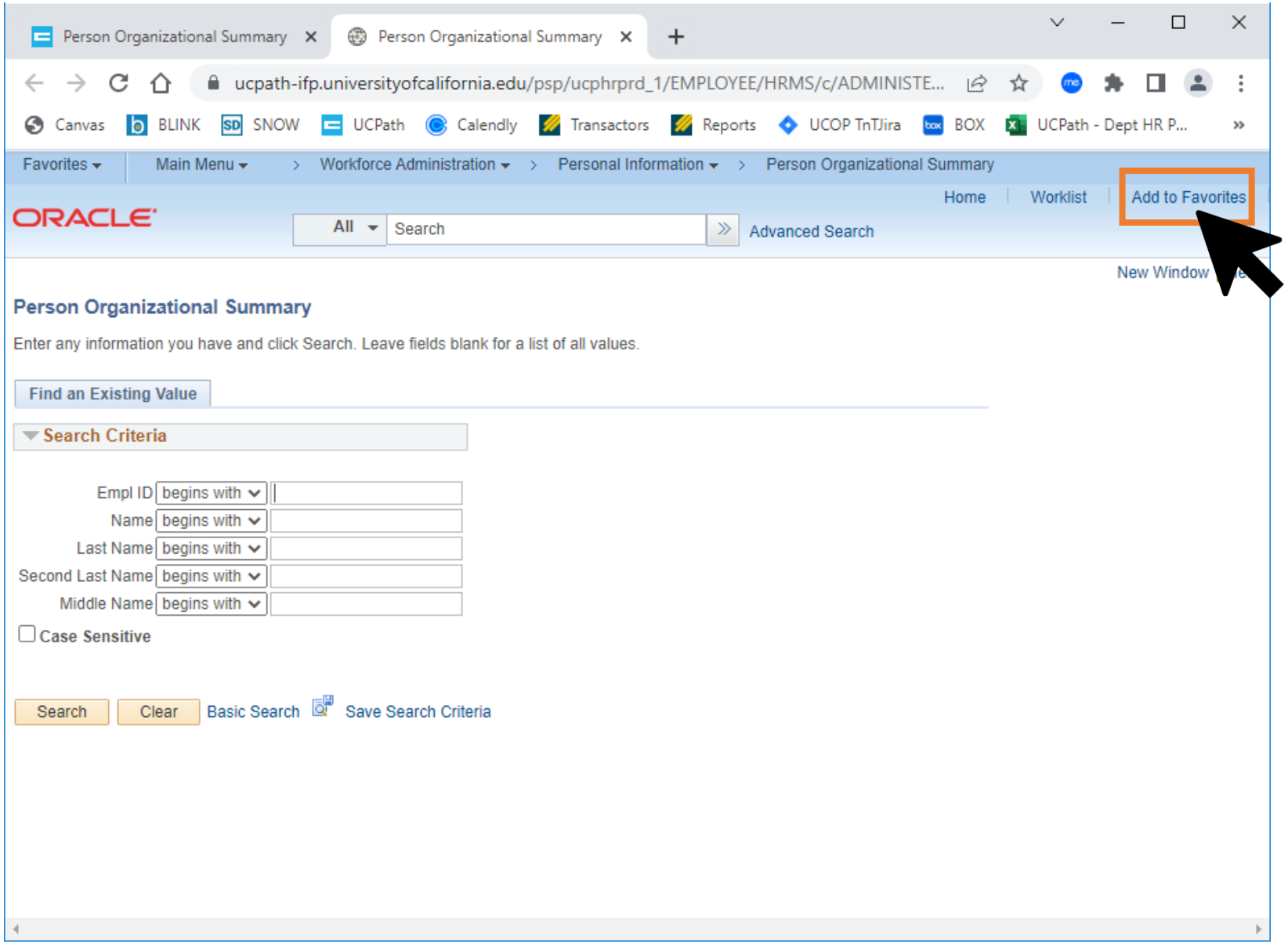
Step 2 | New Window



2

Once you are on the page you want to Favorite, click the **New Window** link and the page will open up on a new tab in Native PeopleSoft

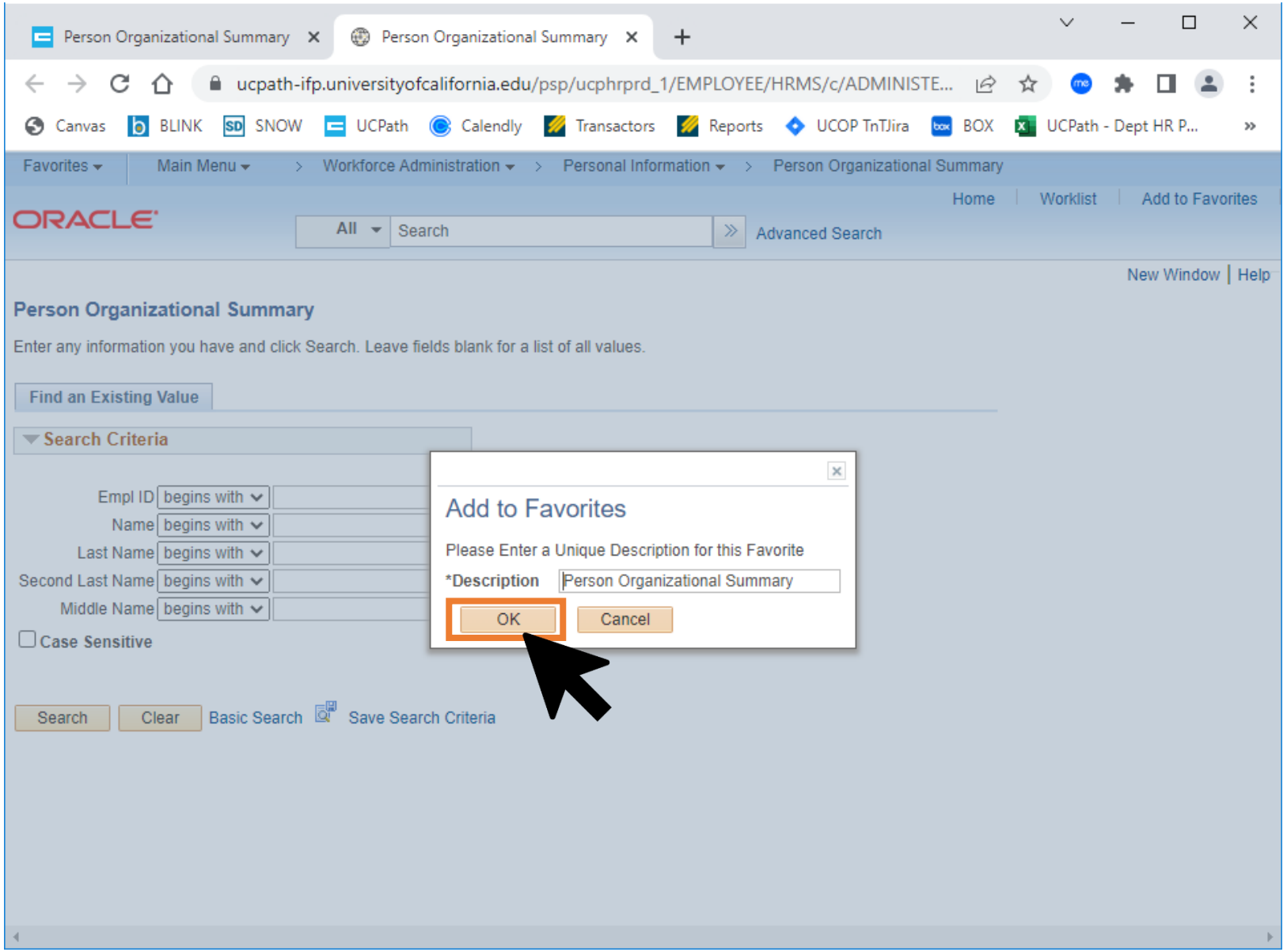
Step 3 | Add to Favorites



3

In Native PeopleSoft, click the **Add to Favorites** link

Step 4 | Description



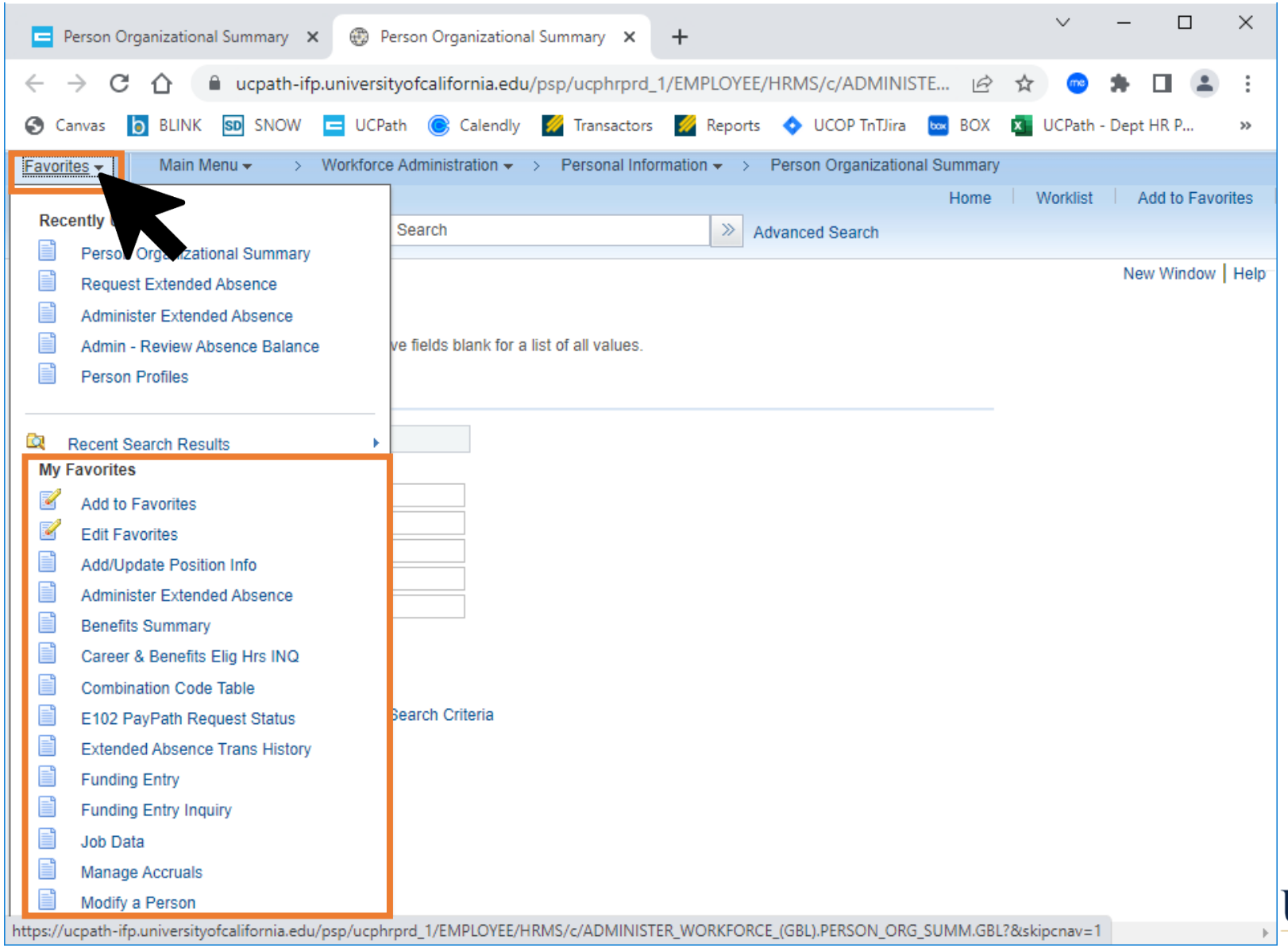
4

A **pop up** will appear prompting you to add a description. It will default to the name of the page, you can update or click **OK**.

Step 5 | View Favorites

5

Click the **Favorites** menu dropdown to see all the Favorites you have created



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