

Micro Learning: How to Create Favorites for Bookmarks

7/29/22



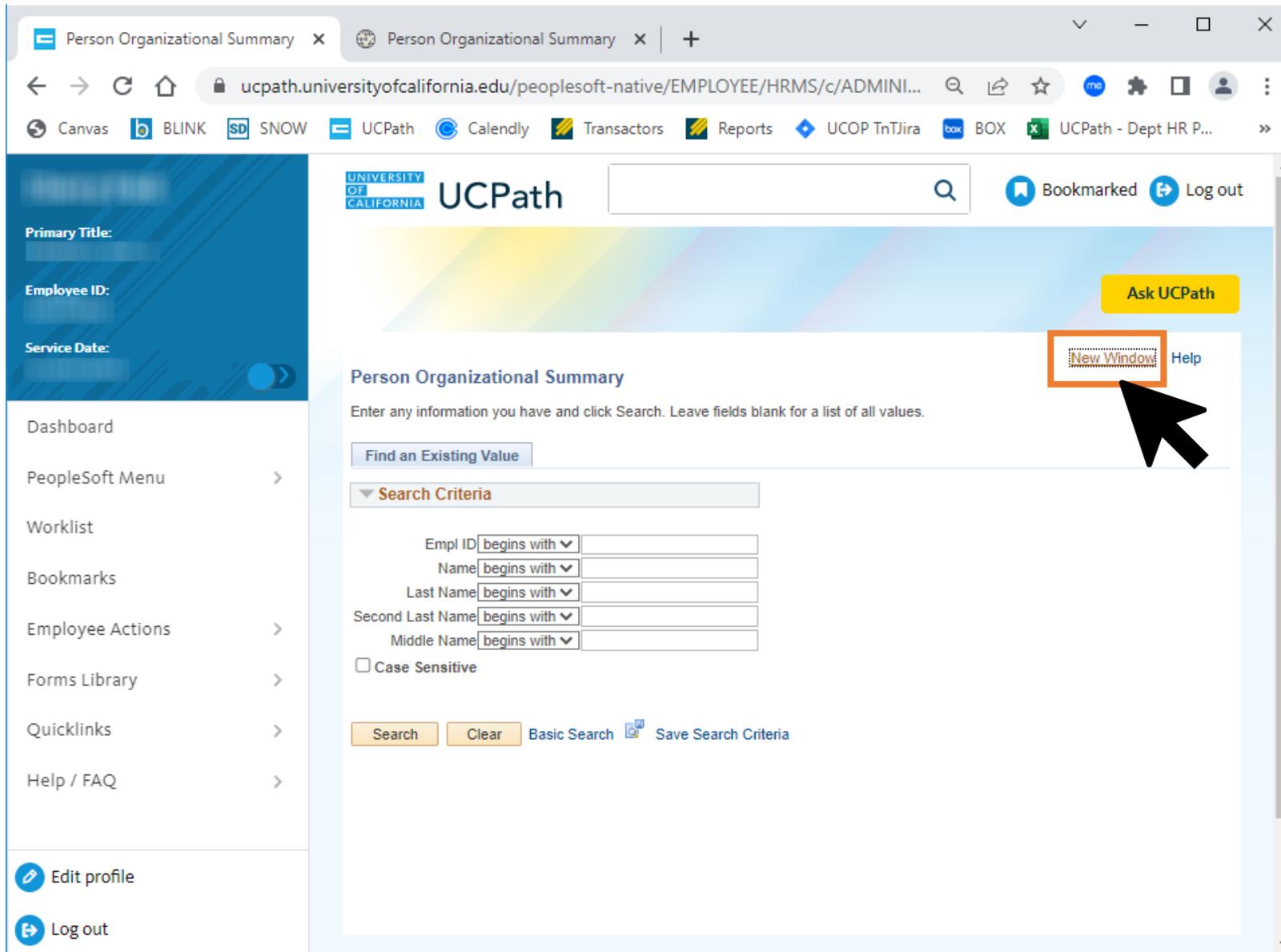
1

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

The screenshot shows the UCPath interface. At the top left, there is a blue sidebar with a search bar and user information. The main content area is titled 'BOOKMARKS' and contains a list of bookmarks. The 'Bookmarks' menu item in the sidebar is highlighted with an orange border, and a mouse cursor is pointing at it. The list of bookmarks includes:

- PeopleSoft - Person Organizational Summary
- PeopleSoft - Self Service Transaction Links
- PeopleSoft - Update Dependent/Beneficiary
- PeopleSoft - Admin - Review Absence Balance
- PeopleSoft - Add/Update Position Info
- PeopleSoft - Administer Extended Absence
- PeopleSoft - Benefits Summary
- PeopleSoft - Career & Benefits Elig Hrs INQ
- PeopleSoft - Combination Code Table
- PeopleSoft - E102 PayPath Request Status
- PeopleSoft - Extended Absence Trans History

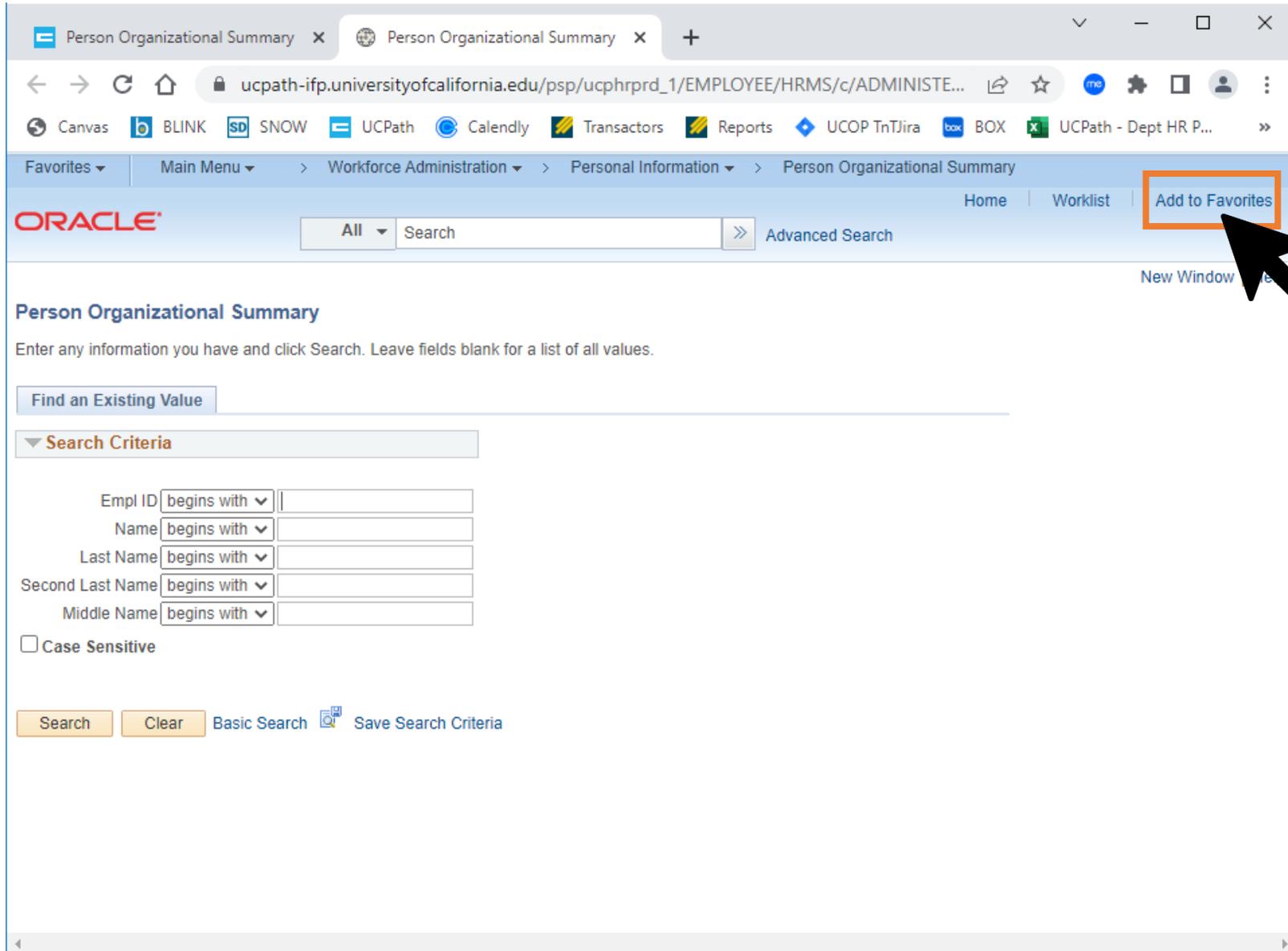
Step 2 | New Window



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

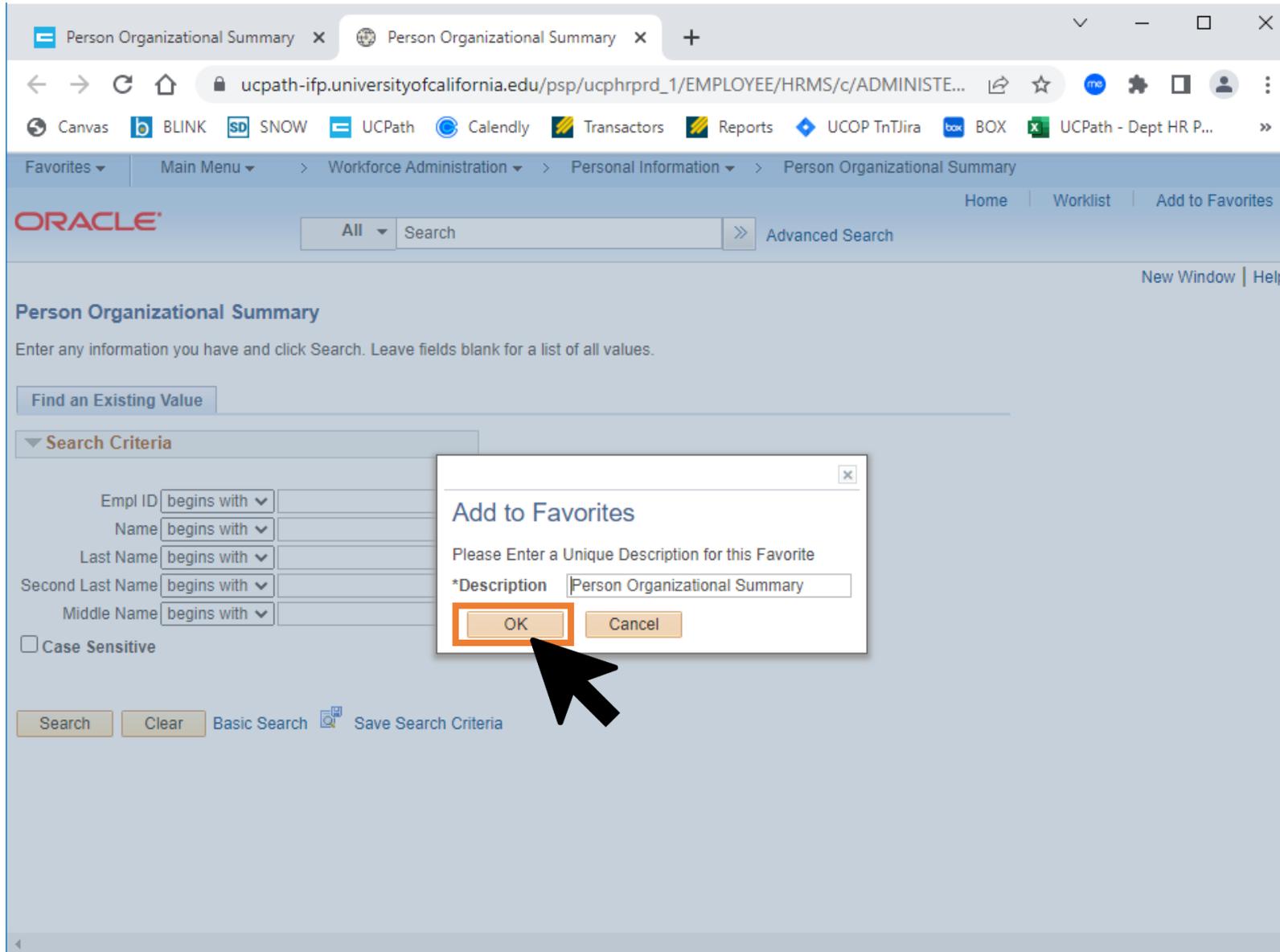
Step 3 | Add to Favorites



3

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

Step 4 | Description



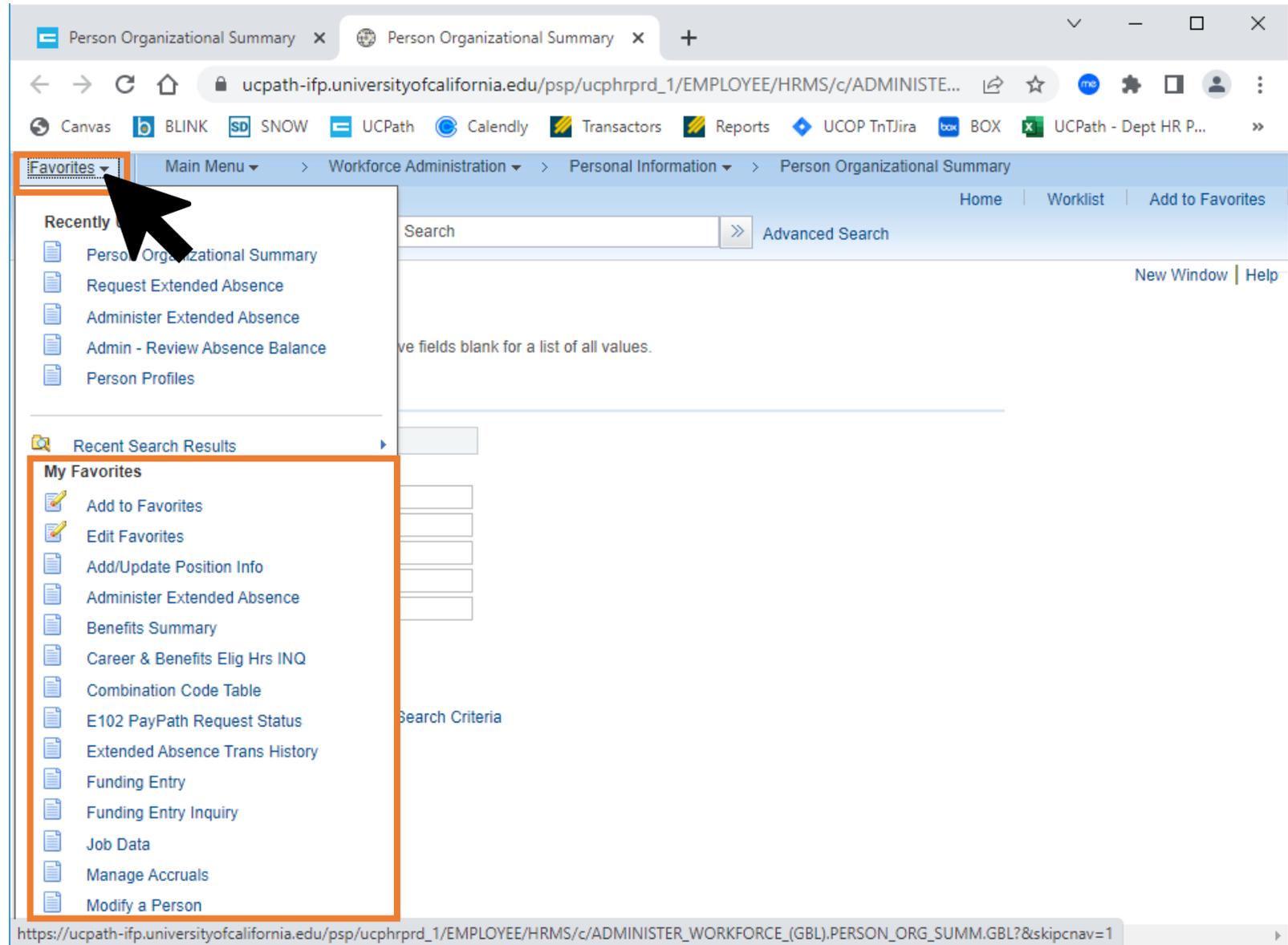
4

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



The logo features the letters 'UC' in white on a yellow square background. To the right, the word 'Path' is written in a blue, italicized sans-serif font. This text is enclosed in a blue rectangular frame with a white border. A blue trident symbol is positioned at the top right corner of the frame.

UC *Path*

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