Micro Learning: How to Create Favorites for Bookmarks
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Step 1 | Bookmarks

Navigate to your **Bookmarks** page and click on the bookmark you want to Favorite.
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.
In Native PeopleSoft, click the **Add to Favorites** link.
Step 4 | Description

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