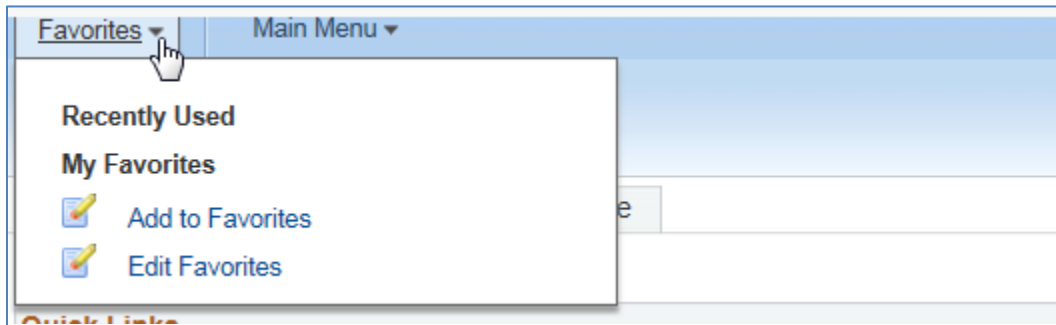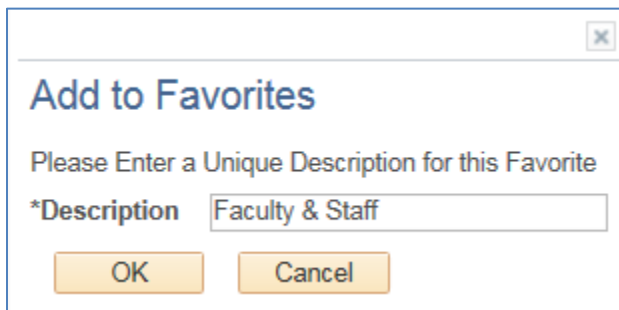**California State University**
SAN MARCOS

Recover Favorites

During the split and upgrade of the PeopleSoft HCM system into separate Human Resources and Campus Solutions systems, users have reported not seeing their favorites when logging into either system.
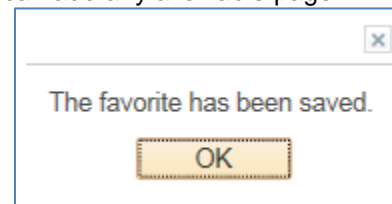

To recover missing favorites for each environment, you must add a new favorite.

From the Favorites menu, click **Add to Favorites**.
The pop-up window shown below will appear.   Click OK.

Note: In this example, the user is using the Faculty & Staff homepage to add to their favorites, but you can add any allowable page.

Click **OK** again.   The favorites that you had saved in PeopleSoft prior to the upgrade and split should now be visible under **Favorites** along with the new favorite that you just added.

Note:
- Campus Solutions (MyCSUSM - Student) related favorites have been removed from the Human Resources(HR) system, and Human Resources (HR) favorites have been removed from Campus Solutions (MyCSUSM - Student) system.
- You must recover favorites each environment.
- Recently used links have been purged during the upgrade and they cannot be restored.