

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.

Favorites Main Menu -	
Recently Used	
My Favorites	
Add to Favorites	е
Edit Favorites	
Aujak Linka	

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.

×	<i>Note:</i> In this example, the user is using the Faculty & Staff homepage to add to their favorite	
Add to Favorites	but you can add any allowable page.	
Please Enter a Unique Description for this Favorite *Description Faculty & Staff OK Cancel	The favorite has been saved.	

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.

My F	avorites		Ided Favorite	
2	Add to Favorites	The Newly Added Favorite		
2	Edit Favorites			
	Faculty & Staff	Fa	vorites that	
	Report Manager 🔶		eviously	
	Student Services Ctr (Stu	ident) Ex	risted	

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.