



HUMAN RESOURCES

Illinois State University

How to Set Up and Edit Favorites

This tutorial will be helpful for those wanting to:

- 1) Set up a new favorite
- 2) [Edit an existing favorite](#)
- 3) [Use commonly visited links](#) (by you)

Starting with the following example, use the steps that follow when setting up a new favorite:

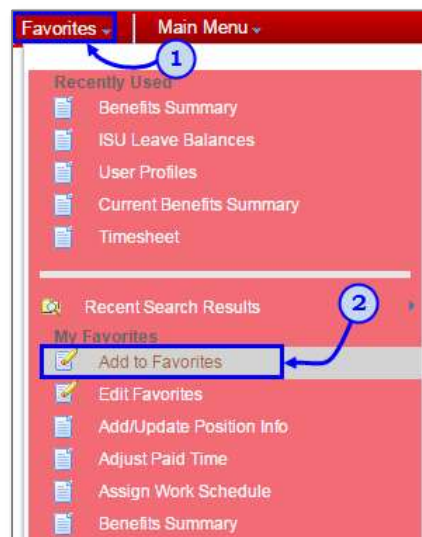
Benefits Summary

To view your benefits as of another date, enter the date and select Go.

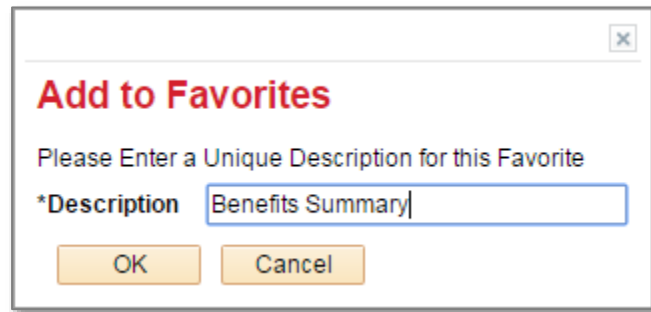
04/21/2015

Type of Benefit	Plan Description	Coverage or Participation
Medical	Health Alliance HMO	Employee Only
Dental	Delta Dental	Employee Only
Life	Basic Life	Salary X 1
Supplemental Life	Optional Life 4X Salary	Salary X 4
Accidental Death/Dismemberment	Basic Life + AD&D	Salary X 1

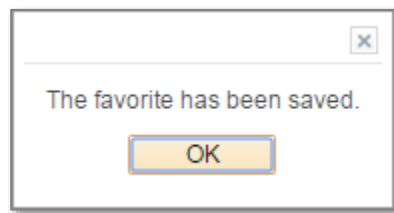
- 1) Click on **Favorites** on your home page* (upper-left corner)
- 2) Click on **Add to Favorites**



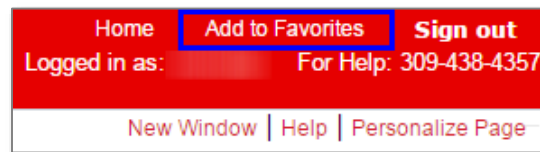
3) Enter name for your new favorite and click **OK**



4) Click **OK** on “The favorite has been saved” confirmation

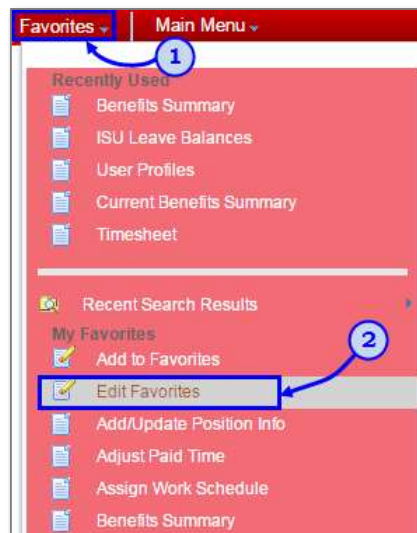


* You could also start with step 2 and use the **Add to Favorites** link in the upper-right corner (outlined in **blue** below):

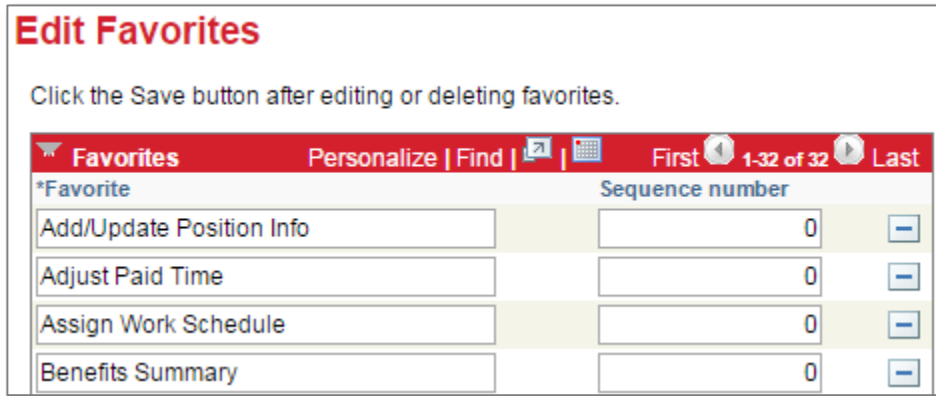


Edit an existing favorite: ([return to top](#))

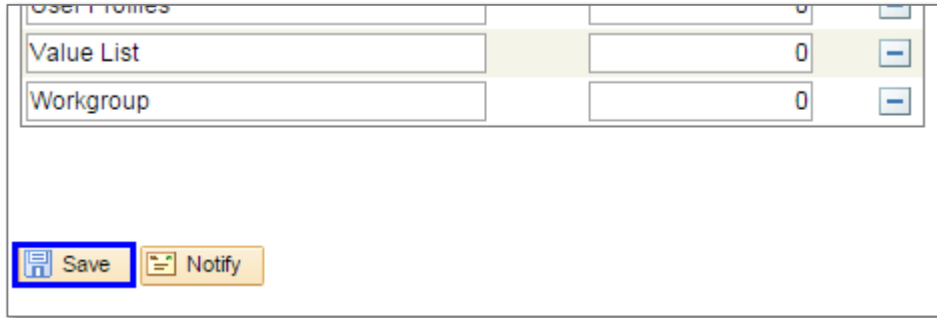
- 1) Click on **Favorites** on your home page (upper-left corner)
- 2) Click on **Edit Favorites**



3) Rename or delete favorite here

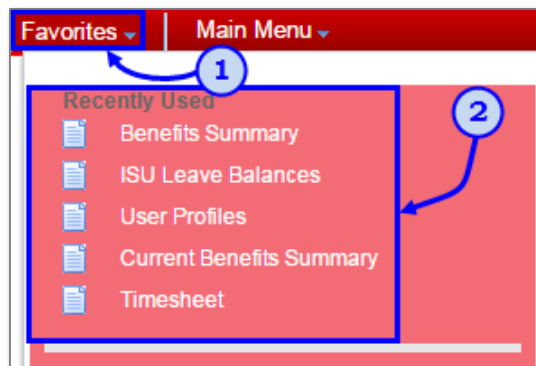


4) Click the Save button (*outlined in blue below*)



Use commonly visited links: ([return to top](#))

- 1) Click on **Favorites** on your home page* (upper-left corner)
- 2) Click on any of the links listed under “Recently Used”



Contact information:

- ✓ For more information regarding bookmarks, please contact Human Resources at **438-8311** or **438-8870**
- ✓ If you are having access issues, please contact **438-4357**