Accessing and Adding Favorites in Campus Solutions 9.2

This job aid describes:

- How to locate your existing Favorites
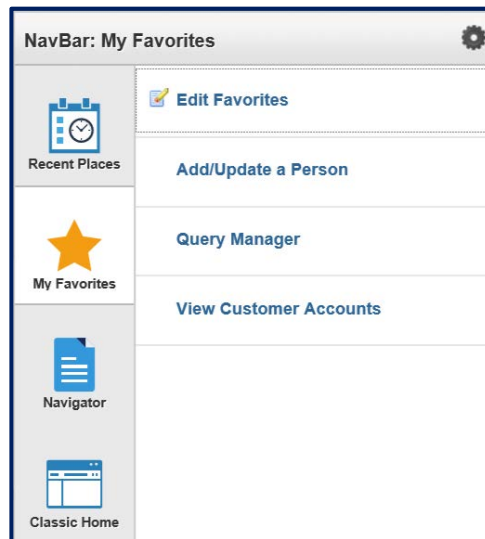- How to add new Favorites.

Log into Campus Solutions.

Click on the **NavBar** icon in the upper right corner.

The NavBar includes the **Favorites** icon.

Clicking on this icon will bring you to your favorites and allow you to edit them.
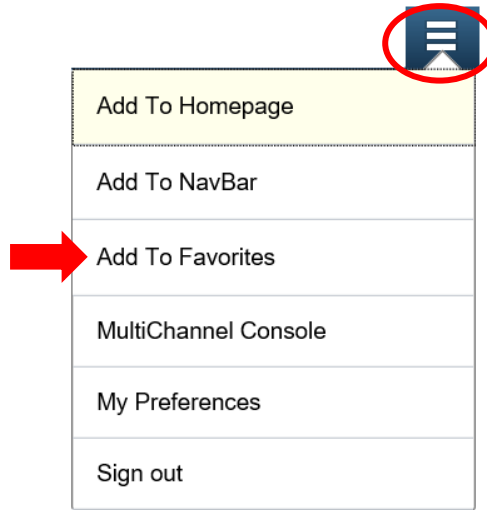
How to Create a New Favorite

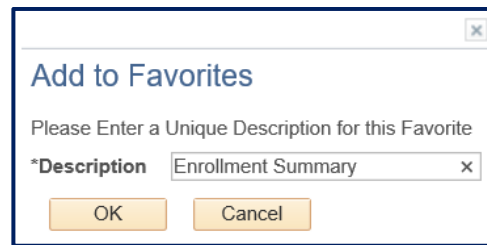When you are on a page that you would like to favorite,
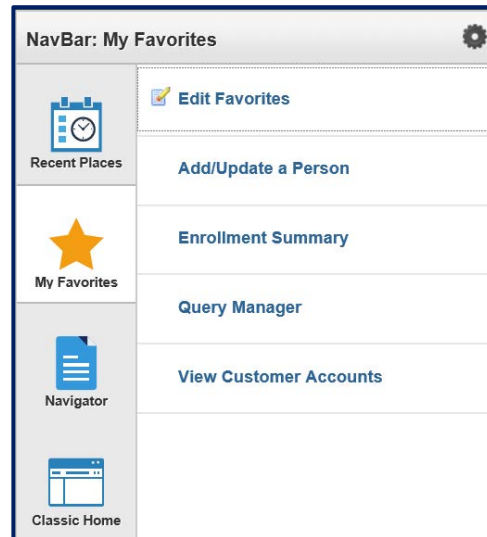
1. Click on the **Actions List** icon.

2. Click on **Add To Favorites**.

Add To Homepage

Add To NavBar

Add To Favorites

MultiChannel Console

My Preferences

Sign out

The default description for the page displays and can be changed if you prefer.

Add to Favorites

Please Enter a Unique Description for this Favorite

*Description   Enrollment Summary

OK   Cancel

The new Favorite will now appear under **My Favorites** in the NavBar.

NavBar: My Favorites

Recent Places

My Favorites

Navigator

Classic Home

Edit Favorites

Add/Update a Person

Enrollment Summary

Query Manager

View Customer Accounts

Support

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For technical questions or assistance, please contact SIS Support:
- Call **510-664-9000** (press option 6 to reach SIS support)
- Email: **sishelp@berkeley.edu**
- Submit a ticket: **https://berkeley.service-now.com/ess/create_incident**