

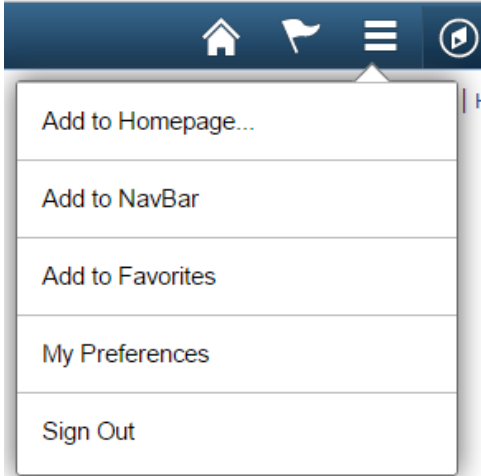
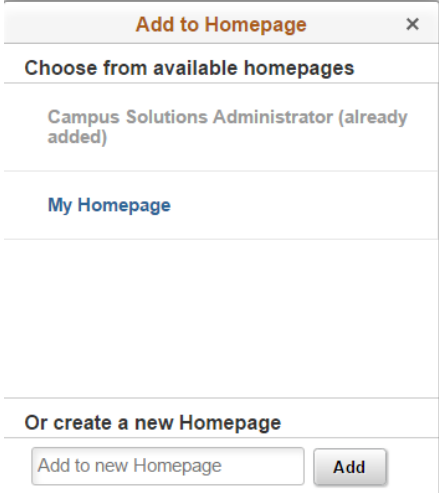

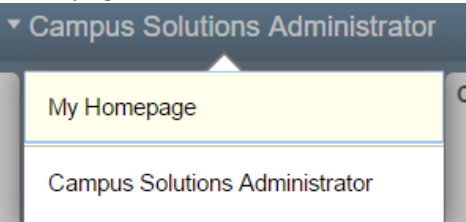
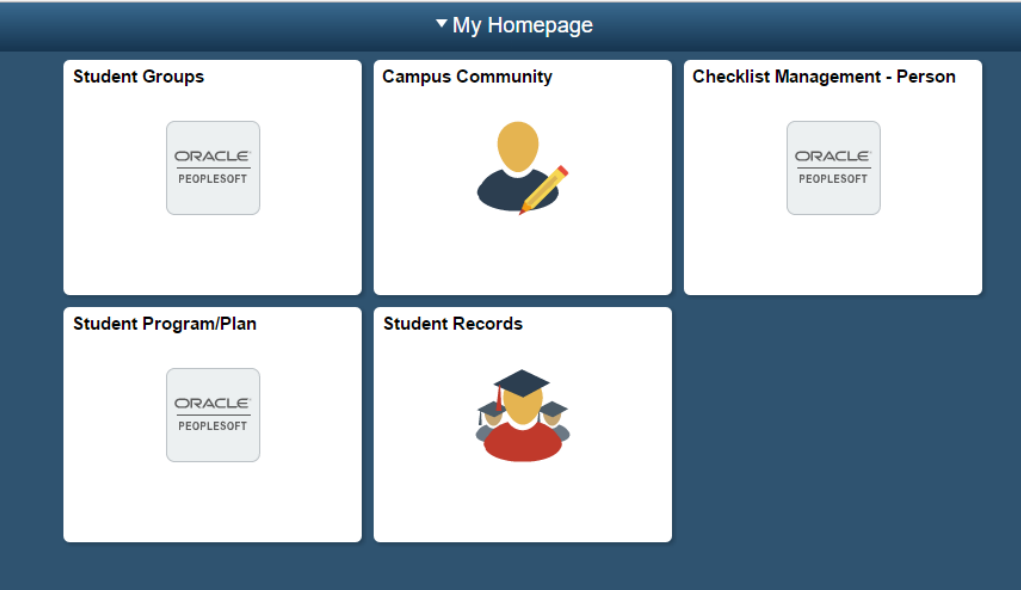

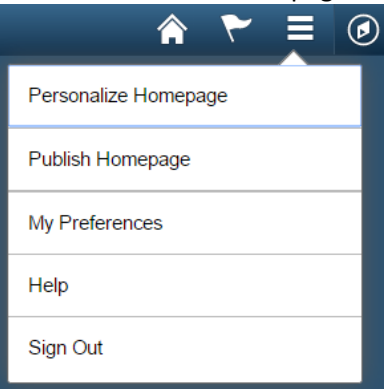


Adding Tiles to My Homepage


You can personalize your Homepage to assist you with navigating and accessing your most frequently used pages.

Steps	Descriptions
1.	<p>Once you have logged into the database, you will be taken to the main Campus Solutions Administrator page.</p> 
2.	<p>Once you navigate to a page within the system, click on the  icon and select Add to Homepage</p> 
3.	<p>You can either add it to the Campus Solutions Administrator Homepage (the default when you log in) or you can add it to My Homepage. Click Add after you select your option</p> 

4.	<p>Click on the  button to return to the main page</p>
5.	<p>On the top of your page, click on the down arrow to select My Homepage if you just added your tile to My Homepage</p> 
6.	<p>The page you just added will appear for you to utilize</p> 
7.	<p>If you determine that you no longer need a tile on your Homepage, you can click on the  icon again and select Personalize Homepage</p> 
8.	<p>You can delete any tiles from here by click on the red "x" and then clicking Save</p>



9.

Anytime you need to go back to the main page, you can use the Home button  to return you back to the Campus Solutions Administrator page.