

## Using Favorites in MyCSUEB

### Adding Favorites in MyCSUEB

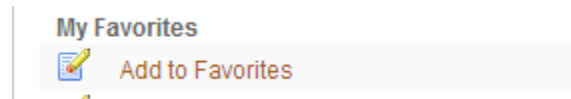
\*Please Note: Favorites are not available to non-employees of CSU East Bay. If you are an employee of CSU East Bay, but not seeing the Favorites option, please open a Service Request.

The following example demonstrates adding Search for Classes to the Favorites.

While viewing a content page you wish to add to your Favorites, click the Favorites dropdown, **Favorites** located on the left of the MyCSUEB header bar, and select Add to Favorites.

While viewing the Search for Classes page, select Favorites

A dropdown menu appears, select Add to Favorites on the dropdown menu.



Enter the description you wish to use to identify the page.

After selecting OK, another pop up window confirms the action. Click OK again.

TheClass Search

Select the minus symbol on the far right of the Class Search row

Select OK

Edit Favorites will now display the current Favorites, with the Class Search removed

The sequence of favorites can be ordered by entering or changing the sequence numbers, with zero being displayed at the top of the Favorites list.

When finished with the edit to Favorites, select Save.  Save