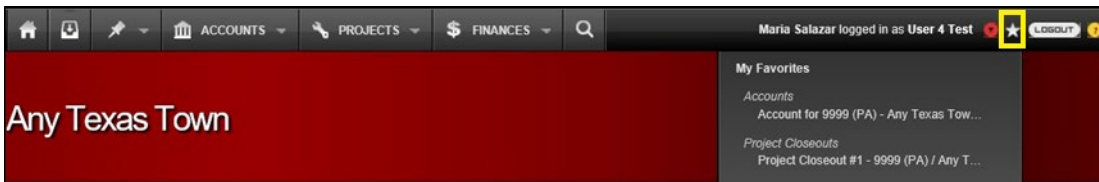


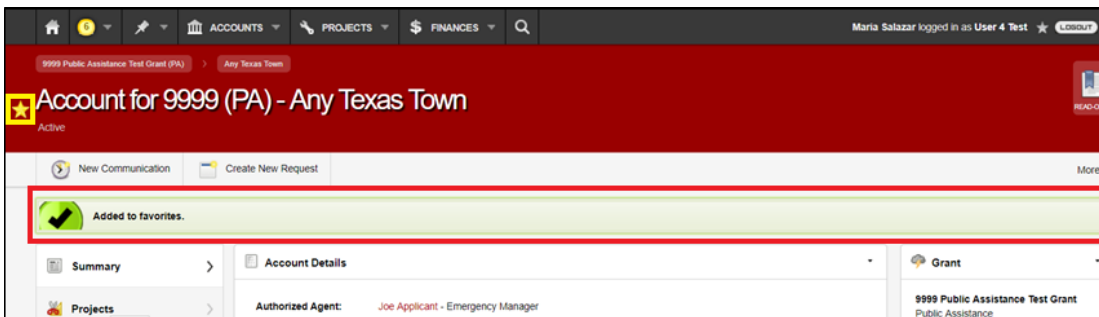
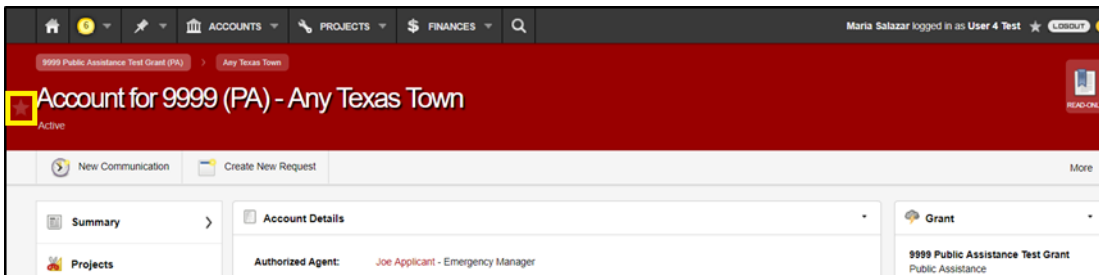
# My Favorites

An applicant has the option of saving a particular page as a **My Favorites** to their Menu Bar. This is another easy and quick way to navigate the system. The **Star** on the Menu Bar located next to the user's name is the **My Favorites** tab.

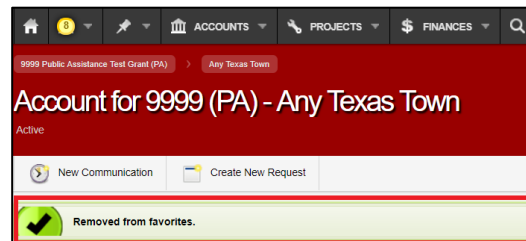
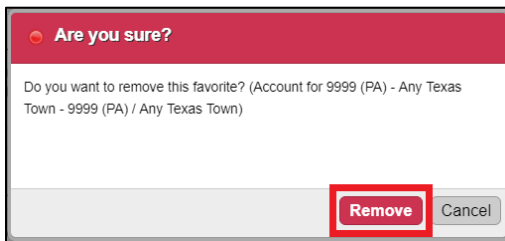
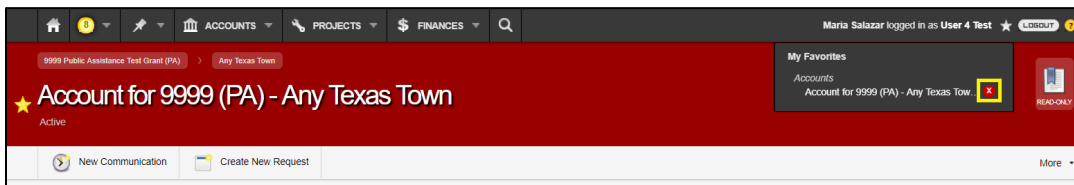
- **View Favorites:** Click on the **“Star”** and a **My Favorites** box will appear with a list of saved favorites the user created. Click on the desired item to be navigated.



- **Add Favorites:** In the banner, located on the left hand side, a muted Star will appear next to the Heading. Click on the star and it will change to yellow. A green check mark **“Added to favorites”** will appear briefly. This page has now been saved to the **My Favorites** tab (**Star on the Menu Bar**).



- **Delete Favorites:** There are two ways you can delete favorites:
  - 1) By clicking the **“Star”** on the Menu Bar, a **My Favorites** box will appear with a list of Headings (pages) you have saved. Place the mouse on the item you wish to delete and a red **x** will appear. Click on the red **x** and a pop-up window will appear asking **“Are you sure?”** Click on **“Remove”** to remove this item from **My Favorites**. A green check mark **“Removed from favorites”** will appear briefly. This page has now been removed from the **My Favorites** tab (**Star on the Menu Bar**).



- 2) Navigate to the favorite that you wish to remove from **My Favorites**, and click on the yellow Star. This will delete that page from **My Favorites**. A green check mark **“Removed from favorites”** will appear briefly. This page has been removed from **My Favorites**, and the Star will become muted.

