


Add a Favorite

My Favorites allows you to create your own list of bookmarks to commonly used components in CUNYfirst.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none">• Enter your Username and Password and click the  Go icon.• From the Enterprise Menu, select the HR/Campus Solutions link.
2.	When you have navigated to the first page of a frequently used component, in the Universal Navigation Header click on the Add to Favorites link.
3.	On the Add to Favorites page, either leave the auto-text description or enter text to create a description of the component.
4.	Click the OK button.
	End of procedure.