


## Delete a Favorite

My Favorites allows you to delete a bookmark.

Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the  Go icon.</li> <li>• From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>
2.	Navigate to: <b><u>My Favorites &gt; Edit Favorites</u></b> .
3.	On the <b>Edit Favorites</b> page to remove a favorite, click the <b>Delete</b> button on that favorite's row.
4.	On the <b>Message from webpage</b> window to confirm the favorite is to be deleted, click the <b>OK</b> button.
5.	Click the <b>Save</b> button.  <b>Note: The favorite will not be deleted until you complete this step.</b>
	<b>End of procedure.</b>