


Sequence Favorites

On the My Favorites menu, bookmarks are listed in the order in which they were added to My Favorites.

My Favorites allows you to sequence bookmarks of commonly used components in My Favorites on the CUNYfirst Main Menu.

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.	Navigate to: <i>My Favorites > Edit Favorites.</i>
3.	On the Edit Favorites page in the Sequence number field, enter a numeral to indicate the preferred position on the list for each favorite. Note: The number '1' is the first favorite on the revised list.
4.	Click the Save button. Note: The sequence of favorites will not be done until this step is completed.
	End of procedure.