9.2 Upgrade

Steps to Delete – Add Favorites
Steps to Delete Your “Favorites” – PS 9.1 Links

PeopleSoft 9.2 Update – Some “Favorites” may no longer work so deleting and adding a new link will be required

1. Go to Favorites in PeopleSoft and click “Edit My Link.”
2. Edit My Links.

Edit My Links

"My Links" allow you to access your favorite pages from any computer at any time. You can use this page to create a dedicated list of links to access your favorite pages. Changes made to your links list will be reflected in the "My Links" dropdown list.

- [Budget-Overview]
- [COA Xwalk]
- [COA Xwalk]
- [Cliba Voucher]
- [FMS Security]
- [MY USERSPREFERENCES]
- [Purchasing Entry]
- [Query Manager]
- [Query Viewer]
- [fms distribute]
- [fms userpreferences]
- [security]
- [speedtypes]
- [travel auth]
- [user preference]
3. Click the Delete Link button.

Edit My Links

"My Links" allow you to access your favorite pages from any computer at any time. You can use this page to create, edit and organize your links. Changes made to your links list will be reflected in the "My Links" dropdown list.

My Links
Delete Confirmation

Are you sure you want to delete the travel auth link?

Yes - Delete  No - Do Not Delete
Steps to add a new “Favorites” – (PS 9.2 upgrade links)

1. Go to Favorites in PeopleSoft and click “Add My Link.”
2. Complete by inserting the Name of your link and CLICK the Save Button.
Thank you!

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