

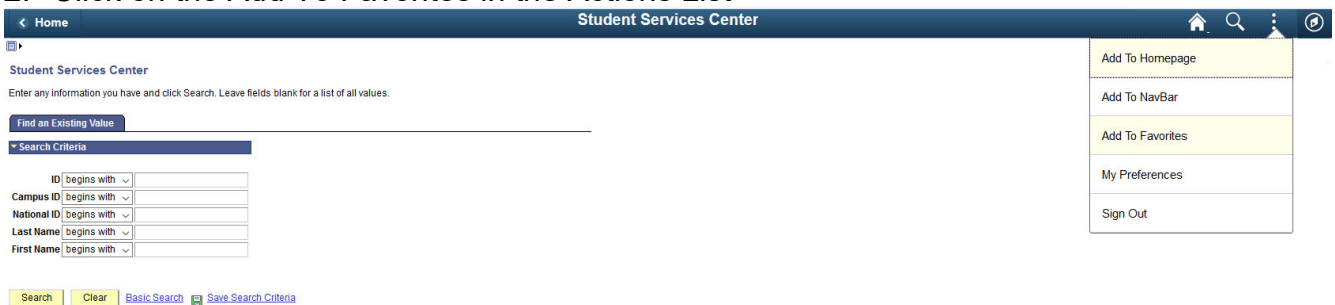
# Favorites

Frequently used pages can be set as **Favorites** for quick and easy access to them without needing to use the full navigation path.

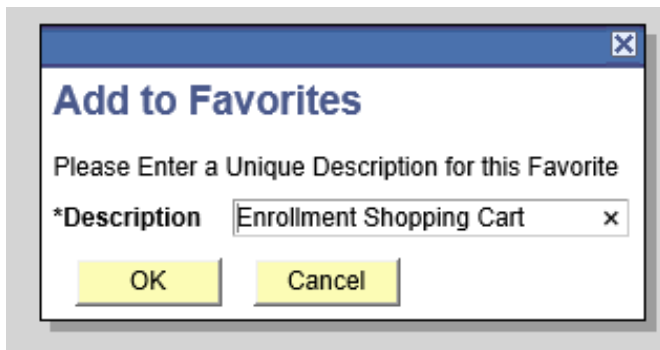
Favorites are saved as part of your User ID, rather than the browser, so they will be available if you change computers.

## Creating Favorites

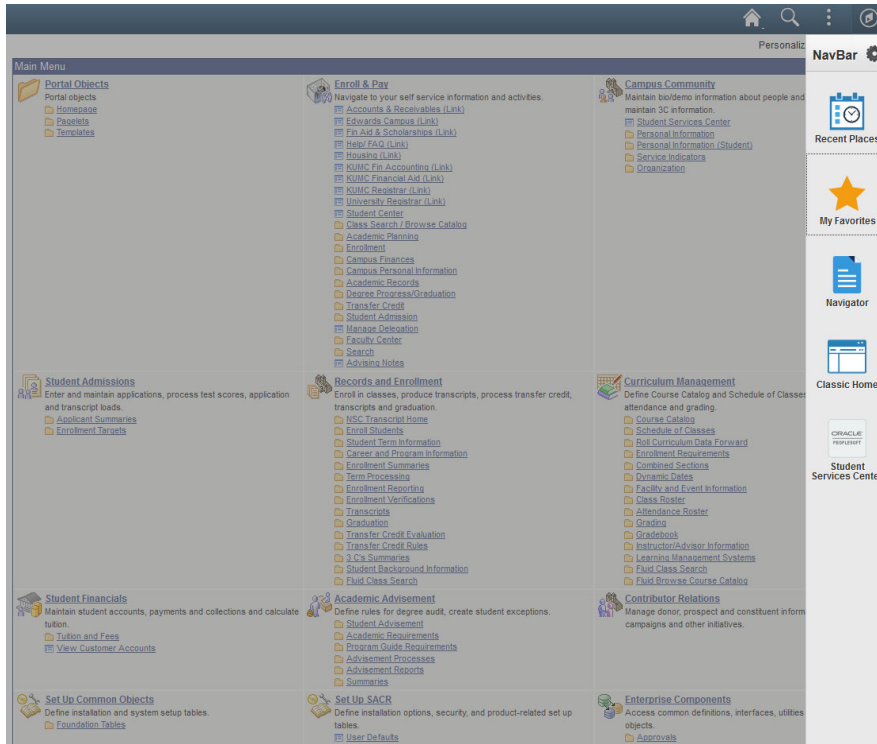
1. Navigate to the search window of the page you want to create as a favorite.
2. Click on the Add To Favorites in the Actions List



3. After choosing Add To Favorites, another window will open that will allow you to edit the description of the page you want to save. Click the OK button.

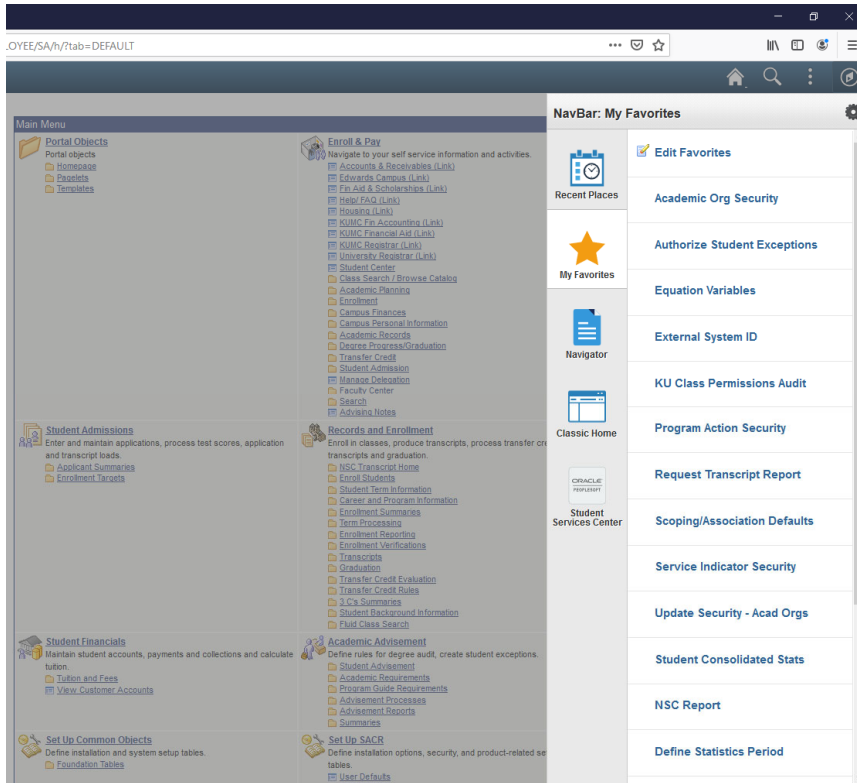


4. The page is now saved in My Favorites



## Editing Favorites

Go to the **NavBar**, click on **My Favorites**, then click on **Edit Favorites** and this will allow you to alter or delete a Favorite you have already created.



Click the Save button after editing or deleting favorites.

Favorite	Sequence number	
Academic Org Security	0	[-]
Equation Variables	0	[-]
KU Class Permissions Audit	0	[-]

Clicking on the **Minus** button will remove a Favorite from your list.

The names of Favorites can be edited on this page.

Adjusting the sequence numbers (i.e. 0, 1, 2, etc.) lays out the order of your list.

Click on the **Save** to save your changes.