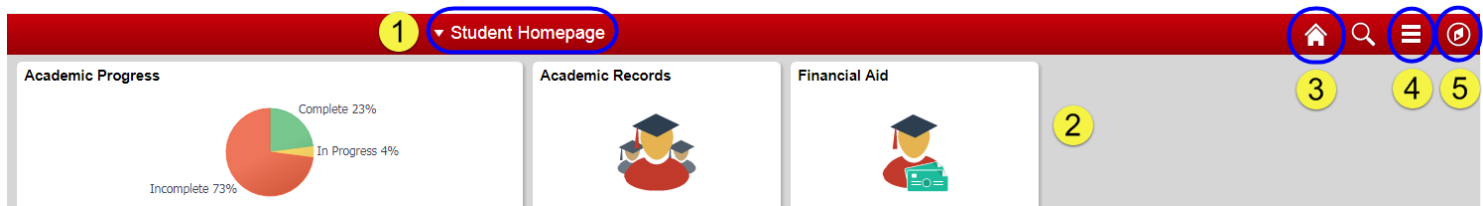




Navigating the Campus Solutions Upgrade

Introduction: When you first log into Campus Solutions, the first page that you will see is your default homepage.



- 1. Accessing other HomePages:**
 - You may have more than one HomePage available. Click here to access others.
- 2. Tiles and HomePage Content:**
 - Use these tiles to find relevant information and links to other pages.
- 3. Home:**
 - To return to your default homepage, click the Home icon at the upper right.
- 4. Actions List:** The Actions List contains additional links that will allow you to do perform the most common tasks. The menu may change slightly depending on the page you are viewing.
 - My Preferences: Allows you to change some general settings.
 - Add to Favorites: Add a commonly used page to your favorites for quicker access.
 - Help: Access general system help information.
 - Sign Out: Return to login screen or log off of Campus Solutions.
- 5. NavBar:** Clicking on this link will open a menu with links to allow access to other screens in Campus Solutions such as:
 - Recent Places: Access the last five pages you visited.
 - My Favorites: Contains a list of links that you have added as a favorite.
 - Navigator: View the full main menu to click on any page you may have access.