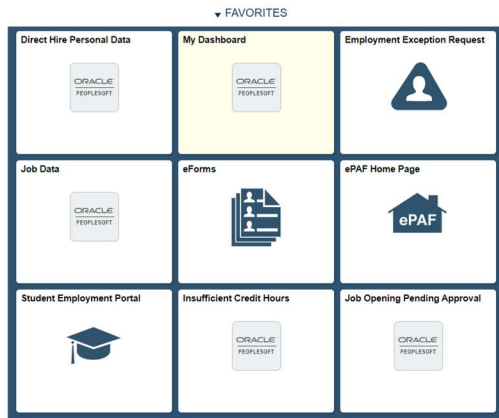
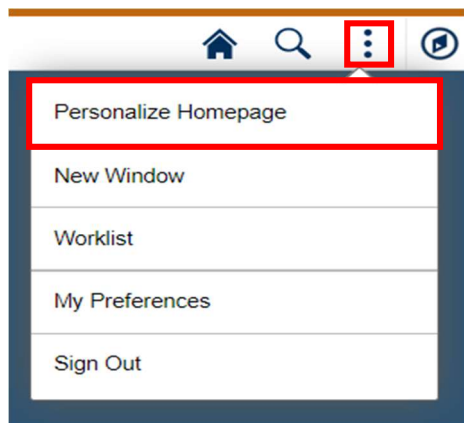


How to Personalize the Homepage

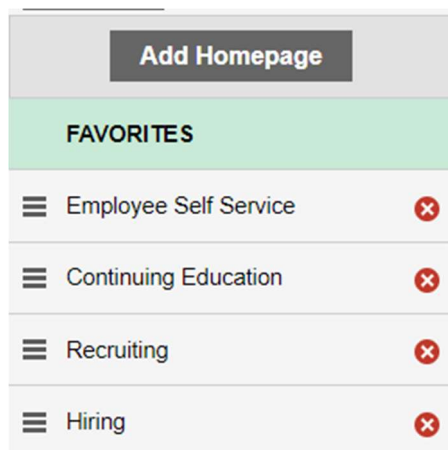
1. Go to the homepage at hrms.byu.edu
2. Select the three dots in the upper right-hand corner
3. Choose “personalize homepage”
4. Add a homepage and name it “Favorites”
5. Select “add tile”
6. In the search bar, search for the pages used the most in your daily work routine
7. Add all of your most used pages to your “Favorites” tab
8. Click the “save” button in the top right-hand corner



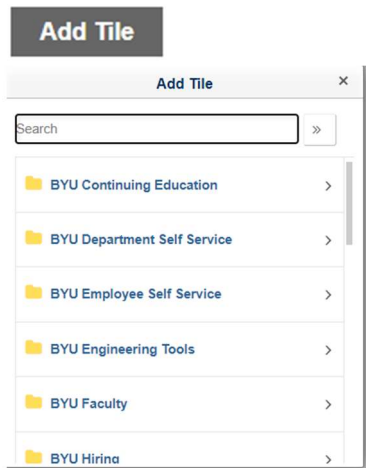
Personalizing your homepage allows you to have all of your most used pages saved onto the same dashboard for your



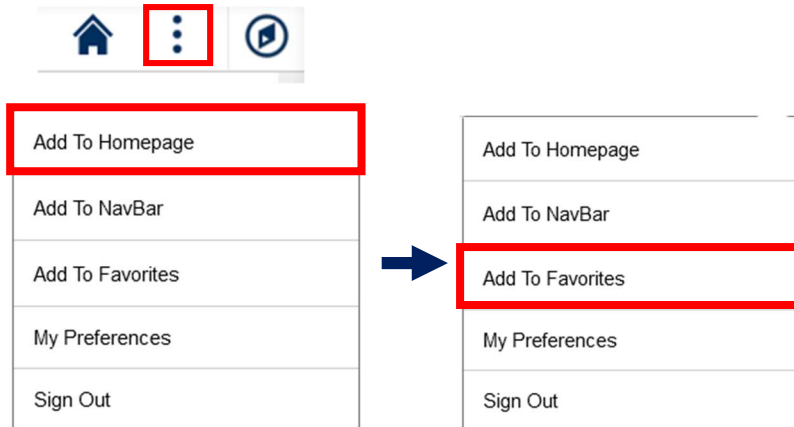
Select the three dots in the upper-right hand corner and choose “Personalize Homepage”



Select the three dots in the upper-right hand corner and choose “Personalize Homepage”



Select “Add a Tile.” You may then use the search bar, or look through the folders, in order to find the pages you would like to add to your Favorites page.



If you are unable to find a page with the search bar, pull up the page and select the three dots. Click “add to homepage” and then “add to favorites