Updates made to this document:

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| --- | --- | --- |
| **Date Created or Updated** | **Created or updated** | **User Created or Updated** |
| 03/01/2023 | Created | Lori Hammerschmidt |

**I would like to add/edit my favorites (quick links) or customize my dashboard. This will help customize your user experience.**

* On your dashboard navigate to “Favorites”  -> select Edit Favorites
  + All available favorite links will display -> select the links you’d like to have quick access to

Graphical user interface, text, application

Description automatically generated

* Save
* The selected links are displayed on your dashboard and will display on your favorite’s menu.

Graphical user interface, text, application, chat or text message

Description automatically generated

* To change your menu display format -> select the ellipse -> make the selections for your preferences

Graphical user interface, text, application, chat or text message

Description automatically generated

* Click to select your preferences

Graphical user interface, application, chat or text message

Description automatically generated

* To customize your dashboard -> Click Add to select the titles you’d like to add to your dashboard -> click Add

Graphical user interface, text, application, chat or text message

Description automatically generated

* Select the link to add (the dashboard holds 4 links)

Graphical user interface, text, application

Description automatically generated

* Your link is added to your dashboard -> click Add to continue customizing

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Description automatically generated