Navigating in 9.2

On the far-right side of the banner at the top of the page, there are four icons. The icon on the far right is called the “NavBar.” Click this button.

When you click on the NavBar icon, navigation options appear such as:
- Recent Places
- My Favorites
- Navigator
- Help Center
- Classic Home

You may click on this from anywhere within Campus Connection. Use the Navigator to move between pages within Campus Solutions.

Personalize Homepages

You have the option to personalize Campus Solutions by adding new homepages and placing tiles on those homepages.

Creating and Adding Tiles

The tiles allowed will be “bookmarks” to pages you commonly access. There is no limit to the number of tiles you may add. This is an alternative to using “Favorites.”

To add a public tile:
- Click on the Home Icon
- Click the “three-dot” button or “Action List” at the top of the page.
- Click “Personalize Homepage”
- Click
- Click “Peoplesoft Applications”
- Review the list of Public Tiles
- Choose the tile you need to add
  - Click
  - Click

To add a tile to a homepage:
- Navigate to the desired page
- Click the “three-dot” button or “Action List” at the top of the page.
- Choose where to add the tile:
  - “Add To Homepage”
  - “Add to NavBar”
  - “Add to Favorite”
Accessing, Adding, and Deleting Favorites

On the far-right side of the banner at the top of the page, there are four icons. The icon on the far right is called the “NavBar.” Click this button.

The includes the My Favorites icon. Clicking on this icon will bring you to your favorites and allow you to edit them.

How to Create a New Favorite
When you are on a page that you would like to add to your favorites:

• Click the “three-dot” button or “Action List” at the top of the page.
• Click “Add to Favorites”
• The default description for the page displays and may be changed if you prefer.

How to Delete/Rename a Favorite

• Click on the “Favorites” icon in the Navigator
• Click “Edit Favorites” (shown left) to rename or delete Favorites.
  o To delete a favorite, select the minus sign alongside the favorite you wish to delete. The system confirms that you want to remove that favorite.
  o To rename a favorite, edit the name in the description
• You will also need to click “Save” at the bottom of the page.

Additional training documentation may be found at:

crts.ndus.edu > Departments > ConnectND > Campus Solutions > Training & Documentation

or at:
https://cts.ndus.edu/sits-departments/connectnd/campus-solutions/training-documentation/

Need Assistance?
Contact the NDUS Help Desk:
NDUS.HelpDesk@ndus.edu (email)
https://helpdesk.ndus.edu