I. CFS 9.2 MP 3.0 - Log-On
   a. Log on through the Cal Poly Portal: https://myportal.calpoly.edu/
   b. Enter your Username and Password
   c. Once you have successfully logged in, go to the My Apps section under the Home tab. Click on the CSU Portal-Financial Administration link.
Once in CFS PeopleSoft, you will see the following:

a. **NavBar Icon**: Select to begin your navigation. This replaces the Main Menu in the prior version.

b. The **NavBar** will display the following:
c. To access your menu options select either the **Navigator** or **My Favorites** Icon.

   a. **Navigator**: From the NavBar, select the Navigator icon and then select the desired folder until you reach your desired page.

   ![Navigator Icon](image)

   ![Navigator Menu](image)

   ![Add/Update Requisitions](image)

   ![My Favorites Icon](image)

   ![My Favorites Menu](image)

   ![Add/Update Requisitions](image)

   ![Requisitions](image)

---

d. **My Favorites**: From the NavBar, select the My Favorites icon and then select the desired page. Any saved favorites will still be available.

![My Favorites Icon](image)

![My Favorites Menu](image)

![Add/Update Requisitions](image)

![Requisitions](image)
e. **Classic Home** – shows the previous layout with “breadcrumbs.” This will be available for about 1 year.

III. **CFS 9.2 MP 3.0 – Adding a Tile (Shortcut)**

a. Navigate to the page you’d like to add as a shortcut. In the upper right corner, click on Add To and select Homepage.

b. Choose CFS 9.2
c. Confirmation message will display. Click OK.

![Confirmation message](image)

d. View the tile that has been added by clicking on the Home button at the top, right of the screen.

![Home button](image)

e. You may add up to 9 tiles under the CFS 9.2 Homepage

![Tiles](image)

IV. Personalize Home Page (delete or rearrange tiles)

![Personalize homepage](image)
a. To delete a tile, click on the x in the upper right corner of the tile.

b. To rearrange tiles, drag and drop to new position. Click Save to save new layout.