Create a Custom Shortcut on Your Desktop

We recommend that you create a shortcut on your desktop that references the generic URL for PeopleSoft Admin (www.stonybrook.edu/psadmin). Since the generic URL does not change, you can be sure that this shortcut will bring you to the correct site even after a system upgrade.

Right click anywhere on the desktop and choose New > Shortcut

Type the URL –
www.stonybrook.edu/psadmin
Click Next.
Type the name for this shortcut - **PeopleSoft Admin**.

Click **Finish**.

To choose a unique icon for this shortcut:

- Right click the shortcut on your desktop and choose **Properties**
- Click the **Web Document** tab
- Click the **Change Icon** button, select an icon and click **OK**