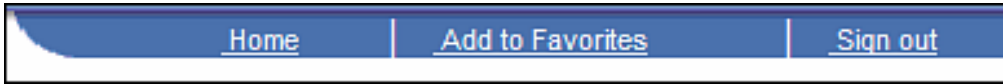


The Navigation Header



The navigation header remains at the top of your window as you navigate through PeopleSoft pages.

Home Click to return to your homepage (all menus collapsed).

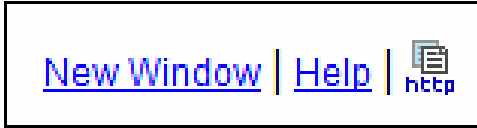
Add to Favorites Click to add the current page to your favorites list for easy accessibility.

Sign out Click to sign out of PeopleSoft.

Important! For security purposes it is important that you sign out when you are finished with your PeopleSoft session rather than simply closing the browser window. Other users could potentially access your cached homepage from another portal if you do not sign out properly.

The Pagebar

Just below the navigation header sits the **Pagebar**. The Pagebar buttons or links are displayed when you are on a PeopleSoft page.



New Window

Opens a new browser window that displays the search page for the current page.

You can open as many windows as needed.

Do *not* select File, New, Window from the browser menu.

Important! When you click **Sign Out** while in one window you will be logged out of PeopleSoft (all windows). If you want to close a specific window, and remain logged into PeopleSoft, click the **X** in the upper right corner of that window.

Help

Opens the online PeopleBooks help for the PeopleSoft page that you are currently viewing.

This Help does not include Stony Brook specific examples or customizations.



Copies the current page URL to the clipboard so that it is available for pasting in emails or other applications. The copied URL includes page, action, and search key information.