

# Personalizations

Go to **My Personalizations** to set certain accessibility and navigation options. This includes options to tab over certain unused fields on a page. For instance, if you select the **Tab over Calendar Button** option, your cursor will skip over the calendar button when you press the TAB key to go from field to field on a PeopleSoft page.

- Click **My Personalizations**

**Personalizations**

ROLE Coordinator (Dept)

Standard settings are in effect.

Changes to Personalization settings require you to log off and log back on in order to take effect.

Personalization Categories	
Description	Personalize Option
General Options	<input type="button" value="Personalize Option"/>
Navigation Personalizations	<input type="button" value="Personalize Option"/>

Click the Personalize Option button next to **General Options** or **Navigation Personalizations**

You will see the default value for that option.

Option Category: General Options

Personalizations		
Personalization Option	Default Value	Override Value
Accessibility Features	Accessibility features off	<input type="text"/>

To select a new value click the **Override Value** drop-down arrow.

Click the **Explain** link for an explanation of the option.

Click **OK**

**Note.** You must log off and log back on for changes to Personalization settings to take effect.