PeopleSoft - Campus Solutions (CS)
Copying “My Favorites” to new CS Single Sign On (SSO) accounts

1. Login to your “old” PeopleSoft CS account here: Peoplesoft CS

2. In a separate browser, login to your Single Sign On account
3. In the **PeopleSoft CS** window, navigate to “My Favorites” and choose the first favorite. (“CSU ID Search” circled below is used in this example)

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**Note of the navigation “Bread Crumbs” at the top of the PeopleSoft CS window:**

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Favorites ➔ Main Menu ➔ CSU SA Baseline ➔ CSU Campus Community ➔ CSU ID Search
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4. In the Single Sign On (SSO) window, follow the page navigation “Bread Crumbs” by following the menu path in the PeopleSoft CS window:

5. Once on the page, click on the “Add to Favorites” tab near the top right of window:

6. In the new window that pops up, make sure the Description is correct for your new Favorite, and choose OK

7. Click OK, again:
8. And then OK, again:

9. Repeat 3 thru 8 above for each Favorite to move to your new SSO account.