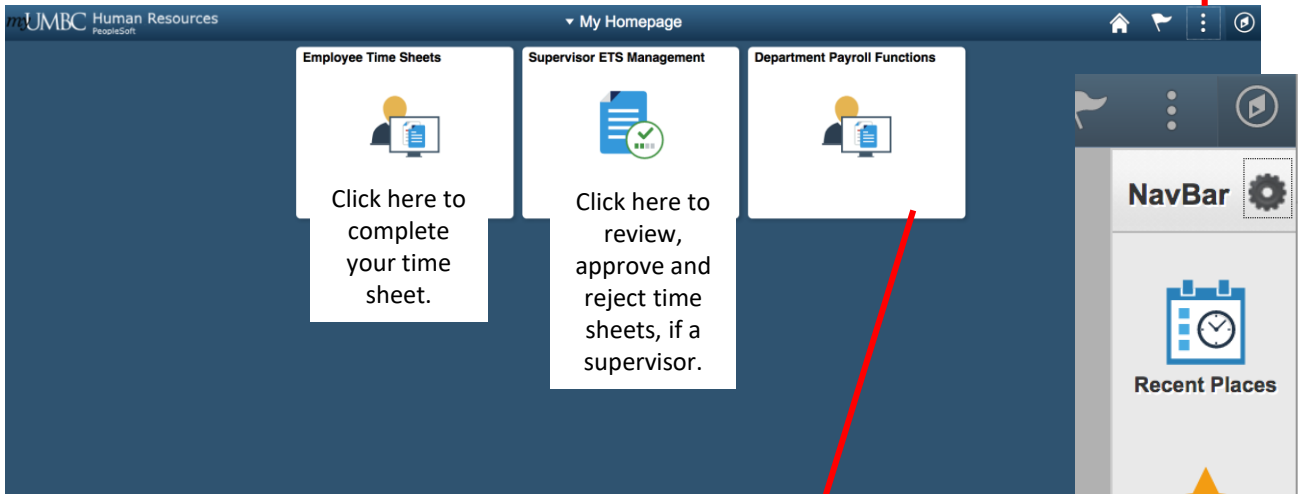
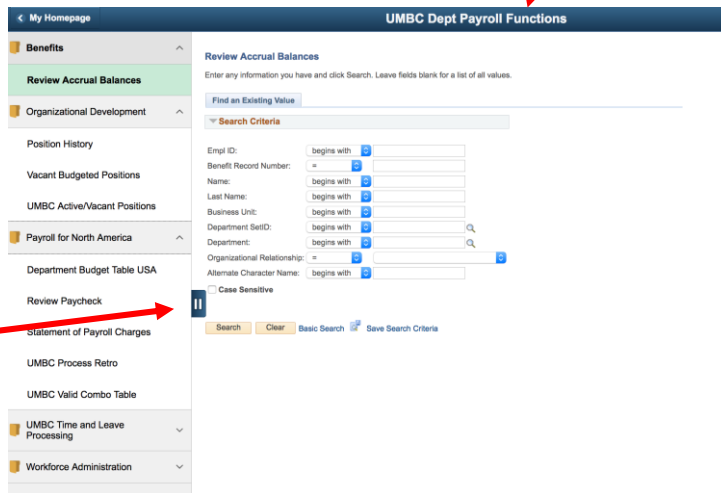


HR Upgrade: Navigation Quick Guide

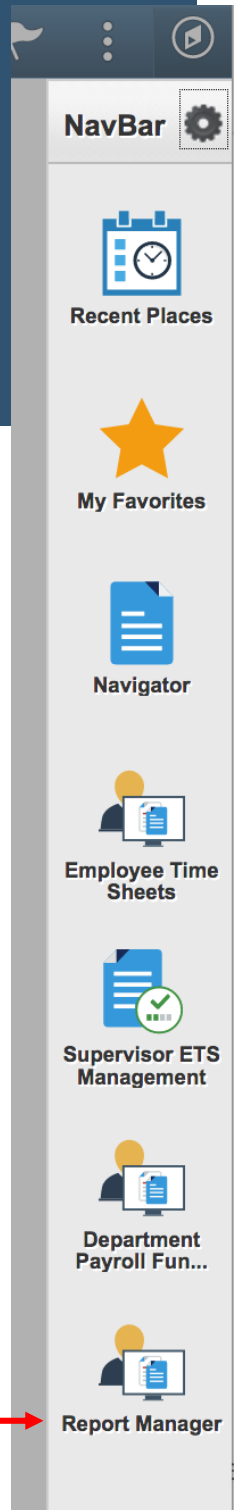
Sign Out



Note that menu items are combined, to streamline navigation in this tile, grouped into folders on left side. May hide/unhide these by clicking the blue icon



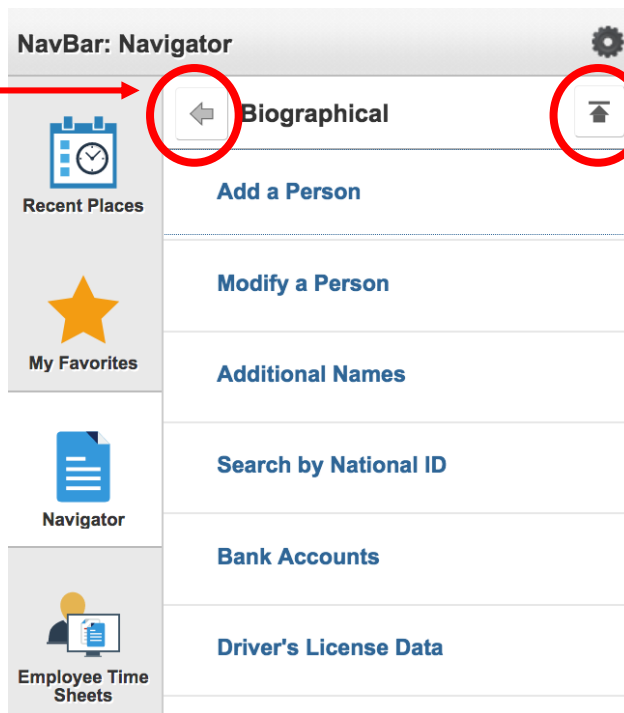
Use this quick link to access your report manager



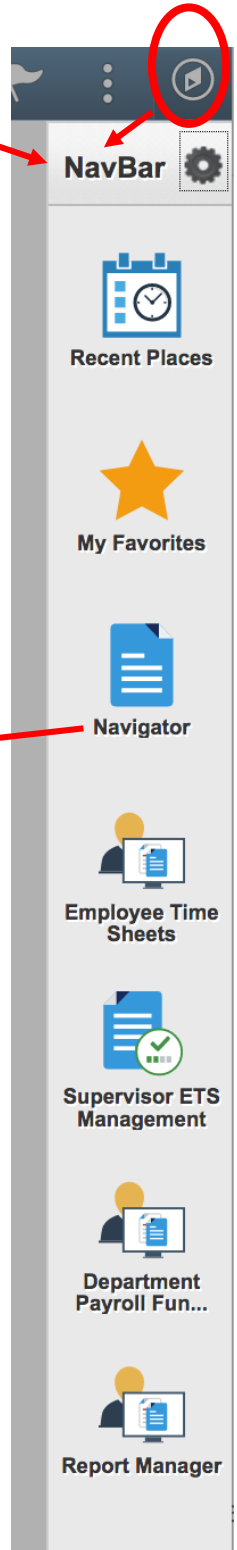
The NavBar may be used to show menu items such as Recent Places, Favorites, Report Manager and tiles shown on your homepage.

Use the Navigator to select menu items not found in your Recent Places, My Favorites or Tiles. All of these may be found on the NavBar as shown here:

Use the back arrow to move up a level



Use the up arrow to back to top level of menu



To view a tutorial video, go to the 'Quick Links' section of the HR webpage (hr.umbc.edu) and click on the link for 'PeopleSoft HR Upgrade Video' or navigate to:
https://hr.umbc.edu/files/2018/12/HR_Upgrade_Training.mp4