**How to Add Favorites**

Within the SIS, the favorites list is like your personal list of bookmarks to pages that you use frequently. Once you add a favorite, it appears under the Favorites menu so that you can easily access it from anywhere in the system. The Favorites menu also displays the five pages you most recently used at the top.

<table>
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<th>Step</th>
<th>Instruction</th>
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<tbody>
<tr>
<td>1</td>
<td>Log in to the Student Information System via the Faculty/Staff Infocenter landing page (<a href="https://sis.rit.edu/facultystaff">sis.rit.edu/facultystaff</a>).</td>
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<tr>
<td>2</td>
<td>Navigate to the page you wish to set as a favorite. Note that if the page has search criteria, you should leave the fields blank if you wish to start with a clean search each time you click the link from your favorites menu.</td>
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<tr>
<td>3</td>
<td>Click <strong>Favorites</strong> in the navigation header.</td>
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<tr>
<td>4</td>
<td>Select <strong>Add to Favorites</strong> from the Favorites dropdown menu.</td>
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<tr>
<td>5</td>
<td>You may alter the description if you wish. Make sure the description is something you will remember. Once you are satisfied with the description, click <strong>OK</strong>.</td>
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