

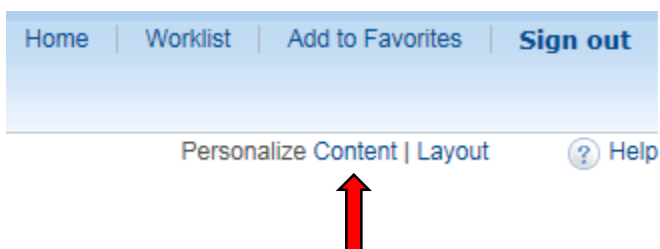


Job Aid EPS3 Setting The Main Menu

1. When you log in to PeopleSoft for the first time, your HOME screen may look the same as below:



2. To display your Menu on the left side of the window, click the 'Content' link located beside Personalize in the upper right corner of your screen:



3. Under **PeopleSoft Applications**, **uncheck** the 'Top Menu Features Description' checkbox and then **check** the 'Menu' checkbox; then click 'Save':

Personalized Home Page Help

Personalize Content: My Page

Tab Name

Welcome Message

Choose Pagelets: Simply check the items that you want to appear on your homepage.
Remember to click "Save" when done.

Arrange Pagelets: Go to [Personalize Layout](#)

PeopleSoft Applications

- Menu** ←
- Menu - Classic
- Top Menu Features Description
- My Reports
- Main Menu

[Return to Home](#)

4. Your **Menu** will now show on the left-hand side of the window

