Adding the TAP link to PeopleSoft HR

For easy access add the TAP link to your PS-HR page.

- 1. Sign into PeopleSoft HR.
- 2. Under the Favorites and Main Menu toolbar are the **Personalize** options. Click **Content**.



3. Select <u>Toolkit for Administrative Professionals</u> from the menu list. Click Save or

Personalized Home	Page
Personalize (Content: My Page
Tab	Name My Page
Welcome Me	ssage
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 Applicat Toolkit for Adm P Menu Menu - Classic Top Menu Featur My Reports Main Menu	ions ofessionals as Description
Save Retur	<u>1 to Home</u>

4. Click **Personalize Layout** if you want to specify where options should appear on the

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