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Overview

This guide will demonstrate how to navigate within CFS Fluid User Interface.

If there are any questions, please contact Finance Support at financeconnect@sjsu.edu or at 408-924-1558.

Log into CFS

1. Go to MySJSU (www.my.sjsu.edu)

2. Click the CFS link to log in.
The **CSU The California State University** page displays.

3. In the **Campus** field, select San Jose State University from the drop down menu.

   **Tip:** Hit the S key five times to get to San Jose State.

4. Click **Login** button.

The **SJSUOne** login page displays.

5. Enter your **SJSUOne ID** and **Password**.

6. Click **Log In** button.
7. Click the **CFS Production Login** button.

The **CFS Oracle Homepage** displays.

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**NavBar Menu**

The NavBar menu offers various ways users can navigate to modules they have access to in CFS.

Click the NavBar icon in the homepage to begin your navigation.
NavBar tiles display in the menu. The ones that are frequently used to navigate in CFS are:

- Navigator
- Recent Places
- My Favorites

I. Navigator

The Navigator tile will display the CFS modules user has access to. Click on a module to begin navigation.

Figure 1: In this example, we are going to navigate within the CSU ProCard module.
**Figure 2:** To return to the previous level in module, click the back button for the current level. In this example, we are moving from Use & Inquiry, back to CSU ProCard and back to NavBar: Navigator.

**Figure 3:** Or click the **NavBar: Navigator** back button to go directly to the NavBar menu.
II. Recent Places

The **Recent Places** tile presents a list of the last five modules/panels visited. Select a module/panel to navigate to location.
III. My Favorites

The **My Favorites** tile stores modules/panels that the user has marked as a favorite.

**Figure 1:** Click on a favorite to navigate to the panel.

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**a. Add My Favorites**

Panels can be added to your favorites list.

1. Navigate to desired panel using from the **NavBar: Navigation**.
2. Once you reach the desired panel, click on Add To hyperlink.

Add To menu displays.

3. Select Favorites.

Add to Favorites window displays.

4. Assign a name for favorite in Description field.

5. Click OK to complete addition.
Confirmation that panel has been saved to favorites displays.

6. Click **OK**.

To view favorite, return to NavBar.

7. Click the **My Favorites** tile.
My Favorites menu displays with list of saved panels.

8. Select a favorite from list to quickly navigate to the panel.

b. Edit Favorites

Items in My Favorites can be edited.

1. From NavBar, go to My Favorites.

2. In My Favorites, click on Edit Favorites.
Edit Favorites panel displays.

3. To rename a favorite, delete existing name and enter new name.

   or

4. To delete a favorite, click the **-** for the favorite.

5. Click **Save** to complete edit.