

## IPSD Single Sign-On: Favorites & Categories

1. **Favorites** will allow users to select the applications that they use most often.
  - a. To select a favorite, hover the mouse over the upper right corner of the application. The favorites icon (heart) will appear. Click the heart icon to turn the heart red. The heart will be hidden after the mouse is removed, but stay red.
  - b. To remove the application as a favorite, unclick the heart icon so that only the heart outline appears.
2. **Categories** allow users to see either all of the applications or just their favorites.
  - a. To see only the favorites, click the Categories box on the **right** side of the screen. The Categories drawer will open. Select Favorite Applications. (To only see your Favorites every time you log in, check the Show Favorited by Default box at the bottom of the drawer.)
  - b. To see all of the applications, select All Application.

