

Adding Total Rewards tile

1. While signed on to myuntsystem.edu, and from 'Employee Self Service' homepage, click on the vertical ellipsis
2. Select 'Personalize Homepage'
3. Select 'Add Tile'
4. Type 'Total Rewards' and click the arrow
5. Select 'Total Rewards' from the search results
6. Click 'Save' to finalize the update. Your page should refresh and the 'Total Rewards' tile should be visible.

The image shows a sequence of three screenshots illustrating the steps to add a Total Rewards tile to the homepage.

Top Screenshot: Shows the 'Employee Self Service' header with a vertical ellipsis menu icon. A green callout '1' points to the ellipsis icon. The dropdown menu is open, showing options: Personalize Homepage, New Window, My Preferences, Help, and Sign Out. A green callout '2' points to 'Personalize Homepage'.




Middle Screenshot: Shows the 'Personalize Homepage' dialog box. It has a 'Cancel' button on the left and a 'Save' button on the right. Below the title bar, there are tabs for 'Add Homepage', 'Homepage', and 'Employee Self Service'. The 'Add Tile' button is highlighted with a green callout '3'.

Bottom Screenshot: Shows the 'Add Tile' search window. The search input field contains 'Total Rewards' and has a search arrow button. A green callout '4' points to the search arrow. Below the search bar is a list of search results with right-pointing chevrons: GBHR DASHBOARD TILES, GBHR EXTERNAL LINK TILES, GBHR Fluid Content, GBHR TILES (Peoplesoft), PeopleSoft Applications, and Talent Administrator. A green callout '5' points to the search results list.

Add Tile x

Total Rewards x →

←

- Total Rewards 
- My Total Rewards 
- Administer Total Rewards 

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Cancel **Personalize Homepage** Save

Add Homepage