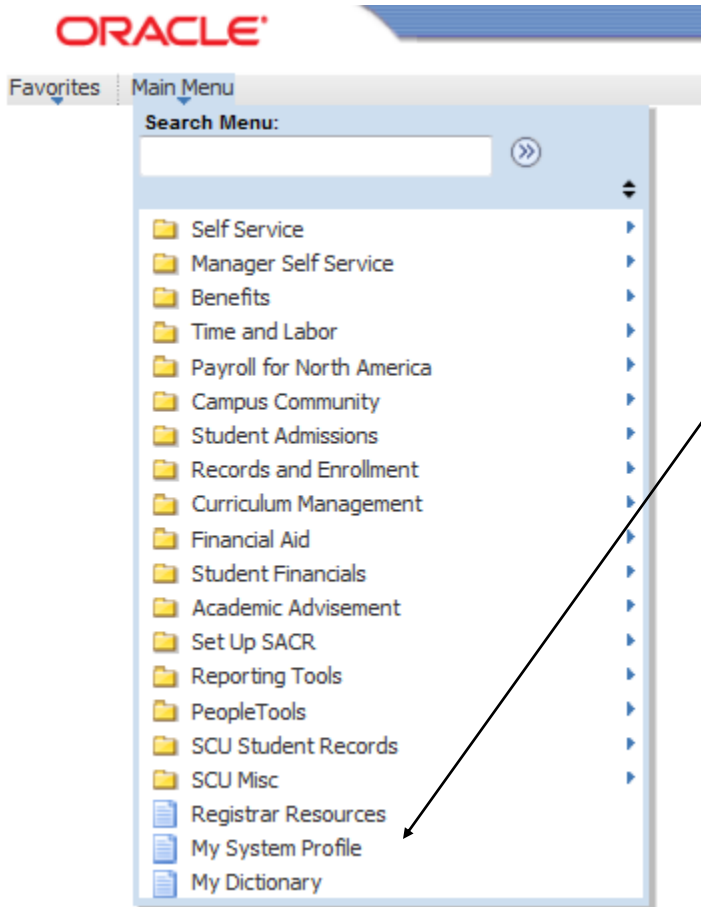# Other Functions

- **Change My Password**

1. From **Main Menu** click on "**My System Profile**"

2. Click on "Change password" in the **General Profile Information** panel.

- **Setting up "Favorites"**

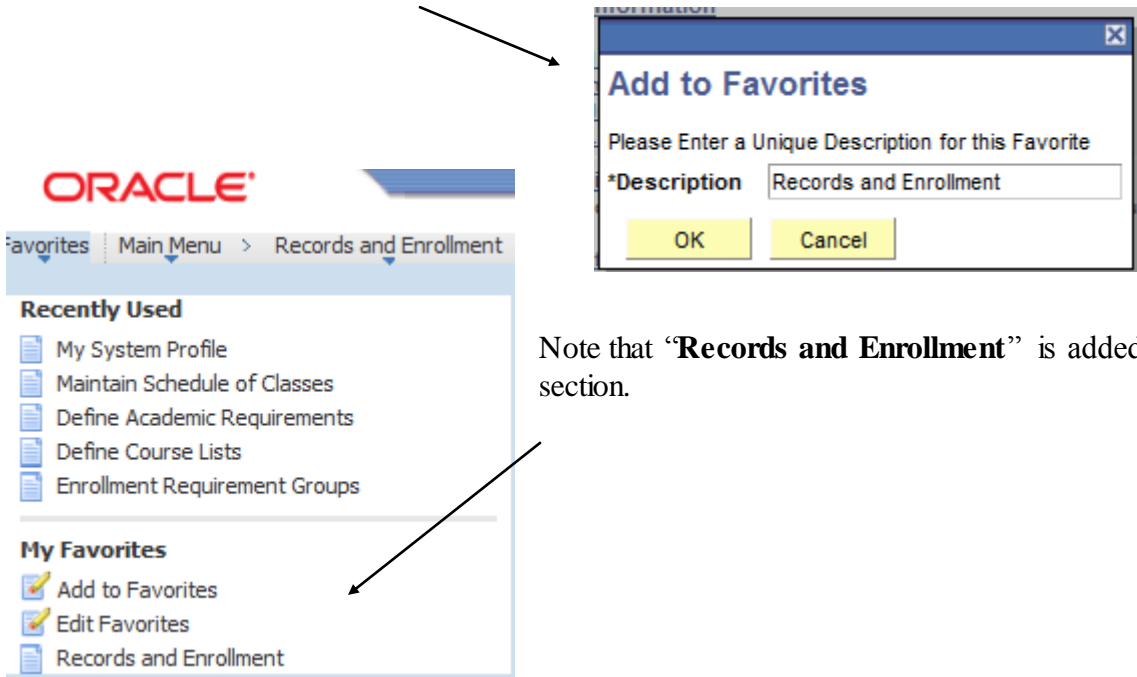1. Click on Main Menu and navigate to the page that you want to save as a "Favorite". (In this example navigation was to "Records and Enrollment" from the main menu)
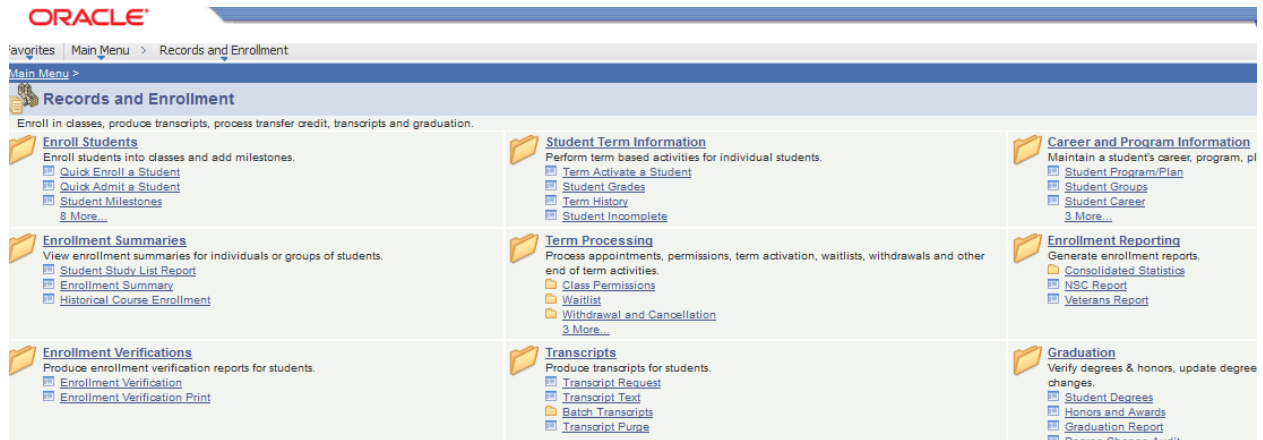
2. Click on "**Favorites**" to the left of "**Main Menu**"

3. Click on "**Add to Favorites**" and give it a unique name, then press "ok".

Note that "**Records and Enrollment**" is added to the "**My Favorites**" section.