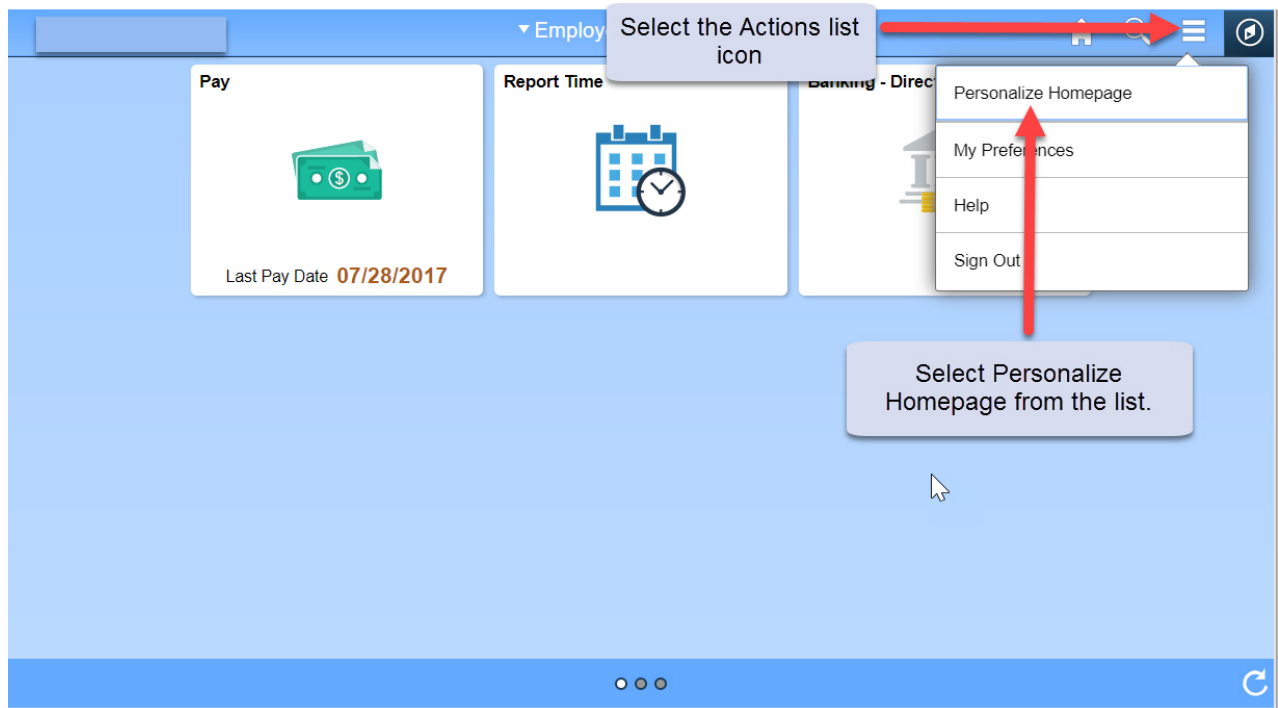


Adding and Deleting Tiles in HR Direct

You can customize what is accessible from your Homepage by adding and deleting tiles.

How to Add a Tile

1. Click on the Action List menu icon in the upper right corner.
2. Select the Personalize Homepage Menu option from the list.



How to Delete a Tile

1. Click on the Action List menu icon in the upper right corner.
2. Select the Personalize Homepage menu option from the list.
3. On the Personalize Homepage, each tile is represented as a square. Click the red 'X' in the upper right corner of the tile to be deleted.
4. Click the Save button in the upper right corner of the page or click on the Cancel button.

