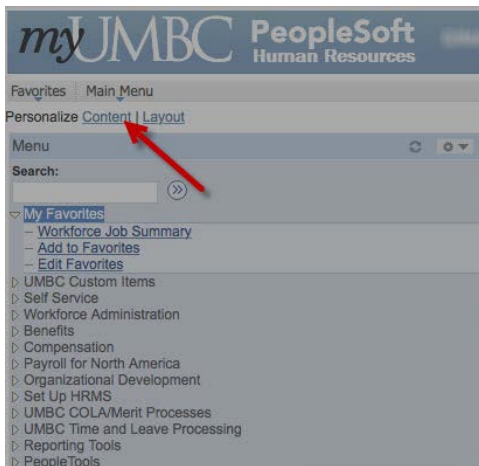


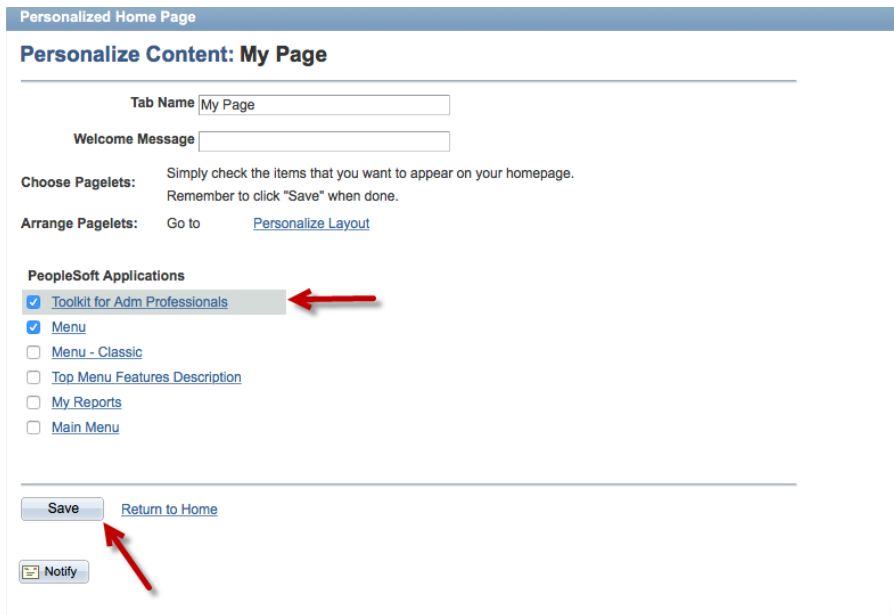
# Adding the TAP link to PeopleSoft HR


For easy access add the TAP link to your PS-HR page.

1. Sign into PeopleSoft HR.
2. Under the Favorites and Main Menu toolbar are the **Personalize** options. Click **Content**.



3. Select [Toolkit for Administrative Professionals](#) from the menu list. Click  or




4. Click **Personalize Layout** if you want to specify where options should appear on the page. Select your preferences, and then click  .

Personalized Home Page

### Personalize Layout: My Page

Tab Name: My Page

Basic Layout:  2 columns  3 columns





Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done.

Add Pagelets: Go to [Personalize Content](#)

# = Required - fixed position pagelet  
\* = Required - moveable pagelet

Left Column:	Center Column:	Right Column:
Menu Toolkit for Adm Professionals	--No Pagelets Selected--	--No Pagelets Selected--



 [Return to Home](#)

