



# **Personalizing the My Financials Home or the LSU Health Financials Home**

**Version Date: October 22, 2025**

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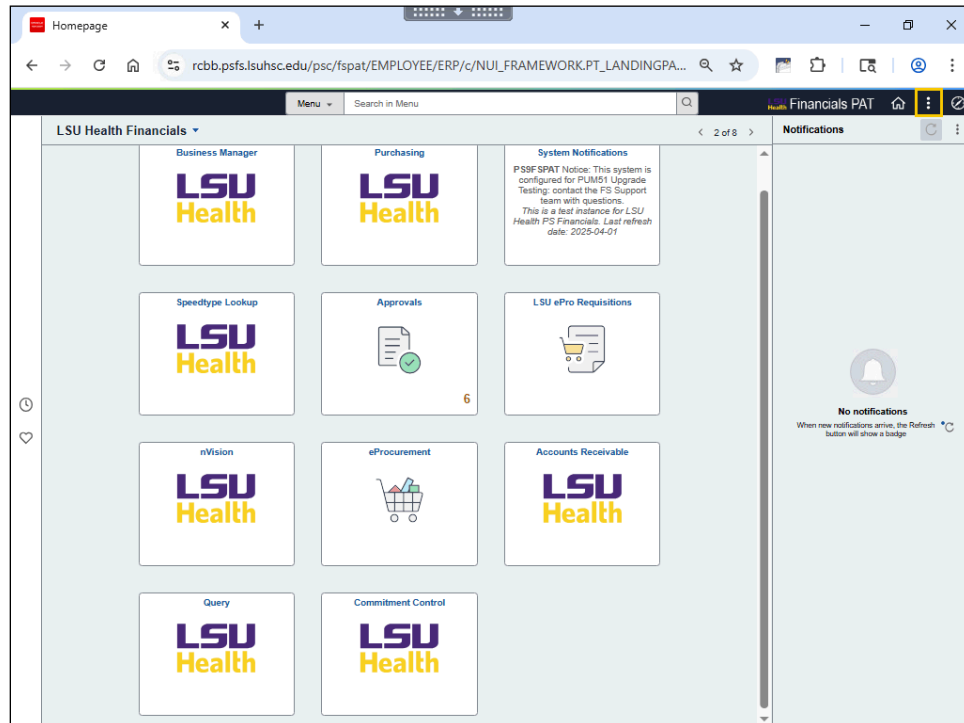
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## Personalizing the My Financials Home or the LSU Health Financials Home

### Procedure

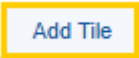
In this topic you will learn [Personalizing the My Financials Home or the LSU Health Financials Home](#).

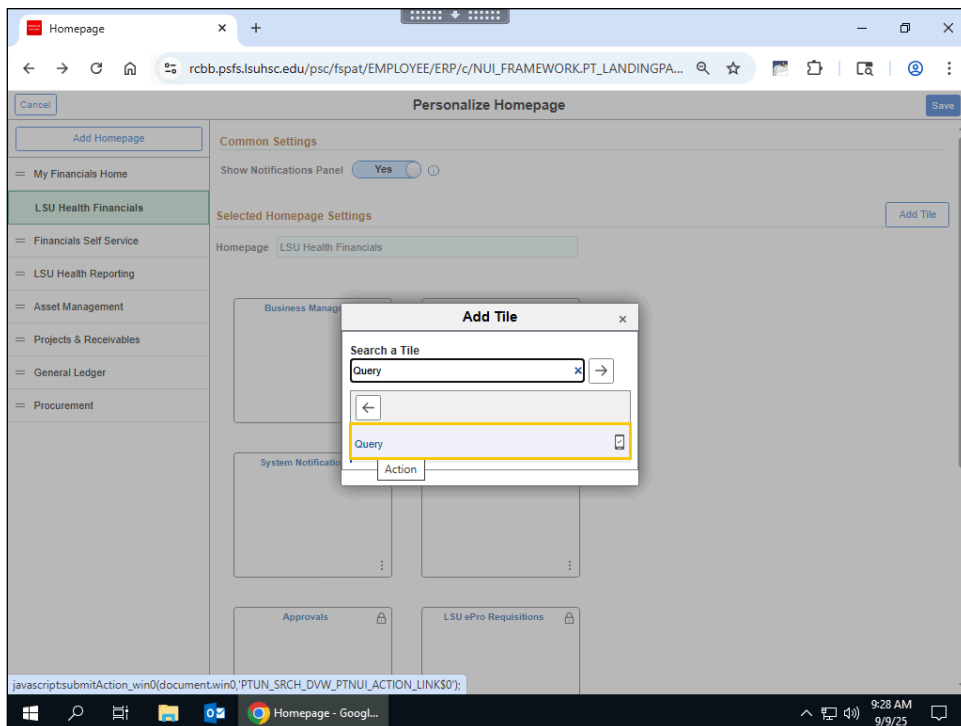


| Step | Action                                                                                                                                                                           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Users have the ability to personalize their Home.<br><br>Click the <b>Actions</b> button.<br> |
| 2.   | Click the <b>Personalize Homepage</b> link.<br>                                               |

# Training Guide

## Personalizing the My Financials Home or the LSU Health Financials Home

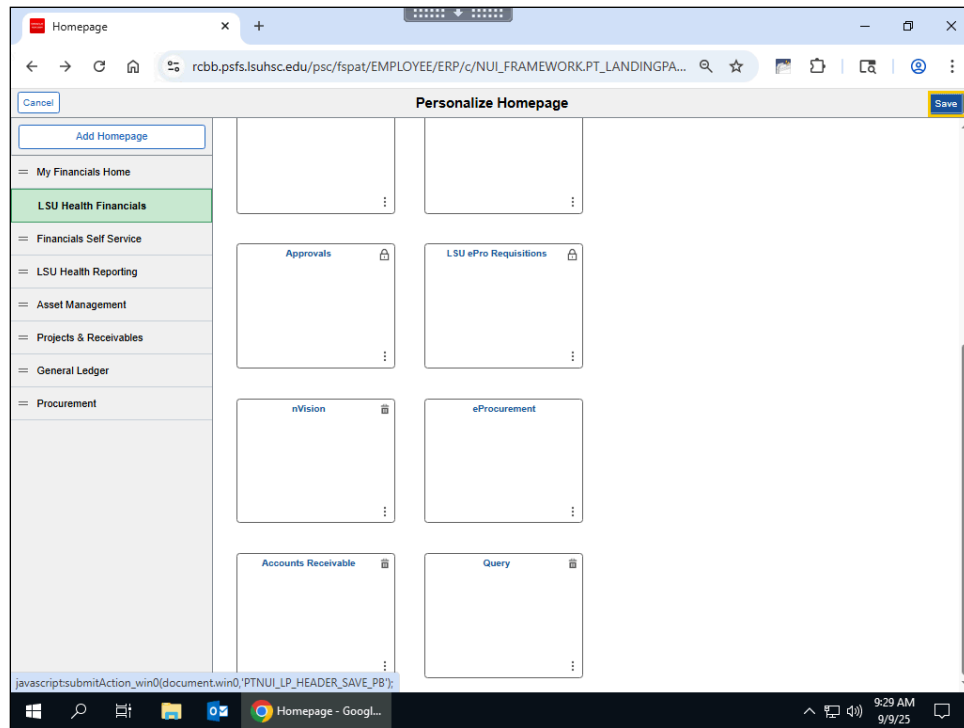
| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | <p>The <b>Personalize Homepage</b> screen displays.</p> <p>At the top of the page, the Common Settings section is toggled to Yes. This means that the Notification pane is displayed. Toggle the setting to No if you prefer not to have the pane displayed.</p> <p>On the left side of each homepage the user's granted access is listed. The current homepage is highlighted.</p> <p>The <b>Add Tile</b> button is located on the upper right side of the page.</p> <p>Click the <b>Add Tile</b> button.</p>  |
| 4.   | <p>In this example, we will add a tile to facilitate navigation to run queries.</p> <p>Enter the desired information into the <b>Search a Tile</b> field. Enter "<b>Query</b>".</p>                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5.   | <p>Click the <b>Search</b> button.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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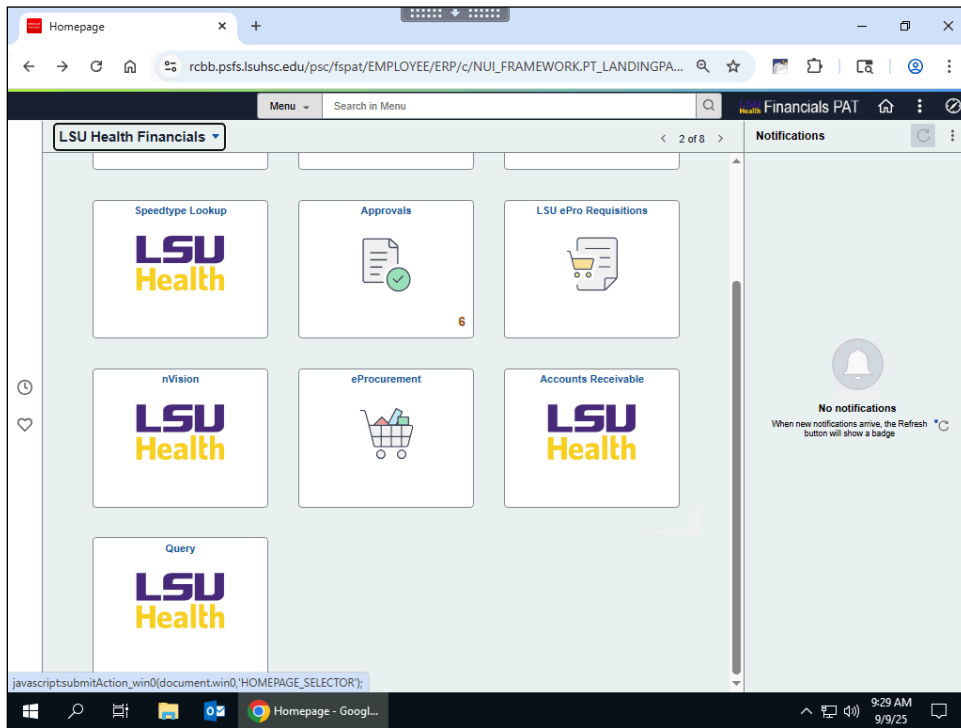
| Step | Action                                                                                                             |
|------|--------------------------------------------------------------------------------------------------------------------|
| 6.   | Click the <b>Query</b> link.<br> |
| 7.   | You are returned to the <b>Personalize Homepage</b> .<br><br>Scroll down to see the <b>Query</b> tile was added.   |



| Step | Action                                                                                                               |
|------|----------------------------------------------------------------------------------------------------------------------|
| 8.   | Click the <b>Save</b> button.<br> |

# Training Guide

## Personalizing the My Financials Home or the LSU Health Financials Home



| Step | Action                                                                                                                     |
|------|----------------------------------------------------------------------------------------------------------------------------|
| 9.   | The <b>Query</b> tile has been added.                                                                                      |
| 10.  | This completes <i>Personalizing the My Financials Home or the LSU Health Financials Home</i> .<br><b>End of Procedure.</b> |