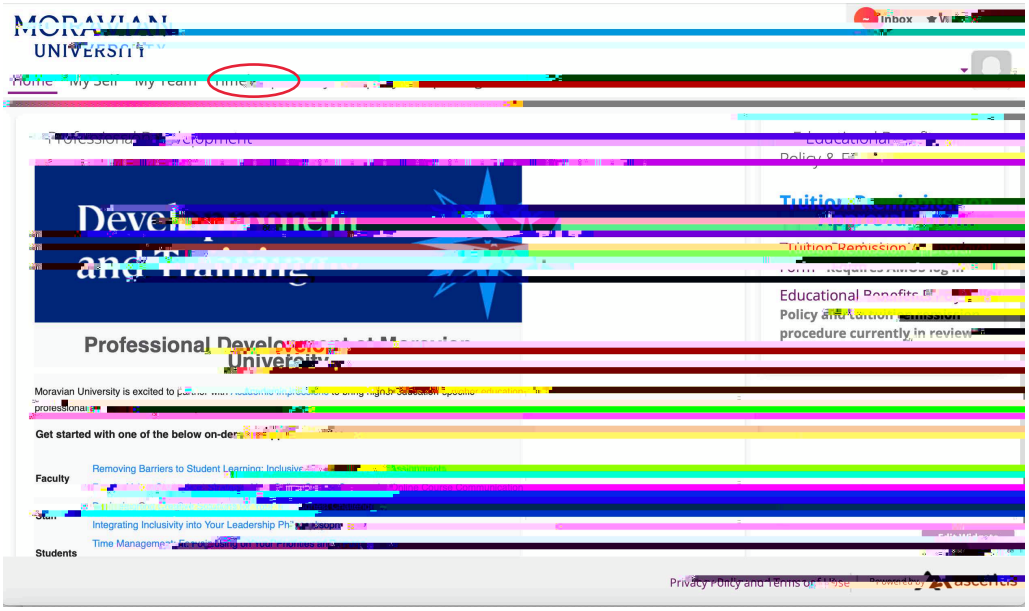
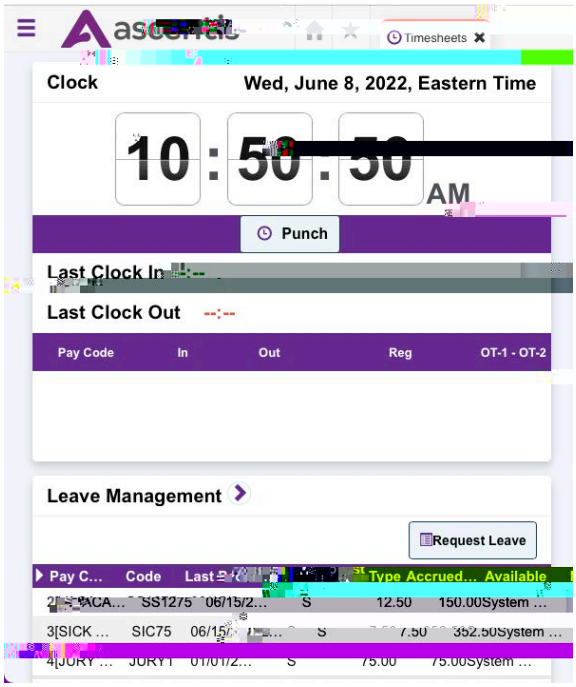
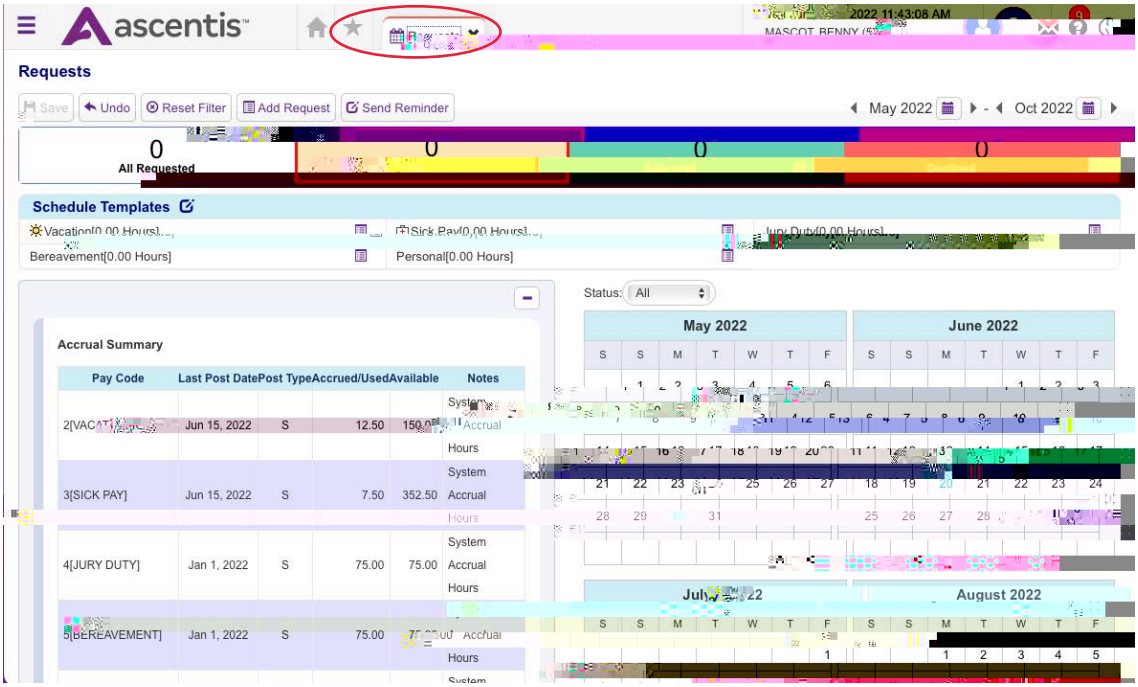


5. Click on the arrow next to the item you would like to bookmark



6. Click the picture icon on the tab and this will bookmark to your favorites. This bookmark will now appear every time you login.

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.



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