Commonly used pages in SPS, called landing pages, are used to view data and perform tasks. Each page will have navigational tools (menus, icons, buttons, fields, etc.) which help you get around the system. The picture below displays the Home page.

- **SPS Icons:**
  1. Return to your Home page.
  2. Search: Predictive suggestions return common matching results to which you have access.
  3. Applications: Icons found on landing pages that provide quick access to tasks and information used on a regular basis (e.g., personal information, your account, Benefits, etc.). Some applications are configurable.
  4. Profile Icon: Opens up SPS Menu options (based on your security access). Provides access to your landing pages, inbox and notifications, account settings, favorites, dashboards/reports, and access to sign out of SPS.
  5. Inbox: Central location for finding tasks that require your attention.
  6. Notifications: Inform you of relevant events that have been completed.
  7. My Account: Change/manage your password and password questions and manage your preferences.
  8. Sign Out (button): Click to sign out of SPS.
Some applications are permanent and cannot be deleted from a landing page. Others can be added and configured as desired. **NOTE:** Applications display based on your system access. Some common applications are listed below:

### COMMON APPLICATIONS

<table>
<thead>
<tr>
<th>Application</th>
<th>Action and Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
<td><strong>View</strong> benefits related information and <strong>initiate</strong> life event changes.</td>
</tr>
<tr>
<td>New Announcements</td>
<td><strong>View</strong> SPS specific system announcements.</td>
</tr>
<tr>
<td>Access</td>
<td><strong>Access</strong> transactions awaiting action and archived transactions.</td>
</tr>
<tr>
<td>My Account</td>
<td><strong>Manage</strong> your passwords and account settings.</td>
</tr>
</tbody>
</table>

### CONFIGURING APPLICATIONS

1. In the top right corner of the landing page, click on the **Configure this Page** icon.

2. Add, remove, or reorder applications. Do one or more of the following to configure the applications on the landing page.

   **To...**                                                                 **Do This...**
   To add an application...                                                 • Click the **Plus** icon.
   To remove an application...                                              • Click the **Minus** icon to remove an application from the dashboard.
   To reorder applications...                                               • Click the **Up Arrow** or **Down Arrow** in appropriate row.

3. When you are done, click **OK**.
4. Click **Done**.