SPS LANDING PAGE

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.
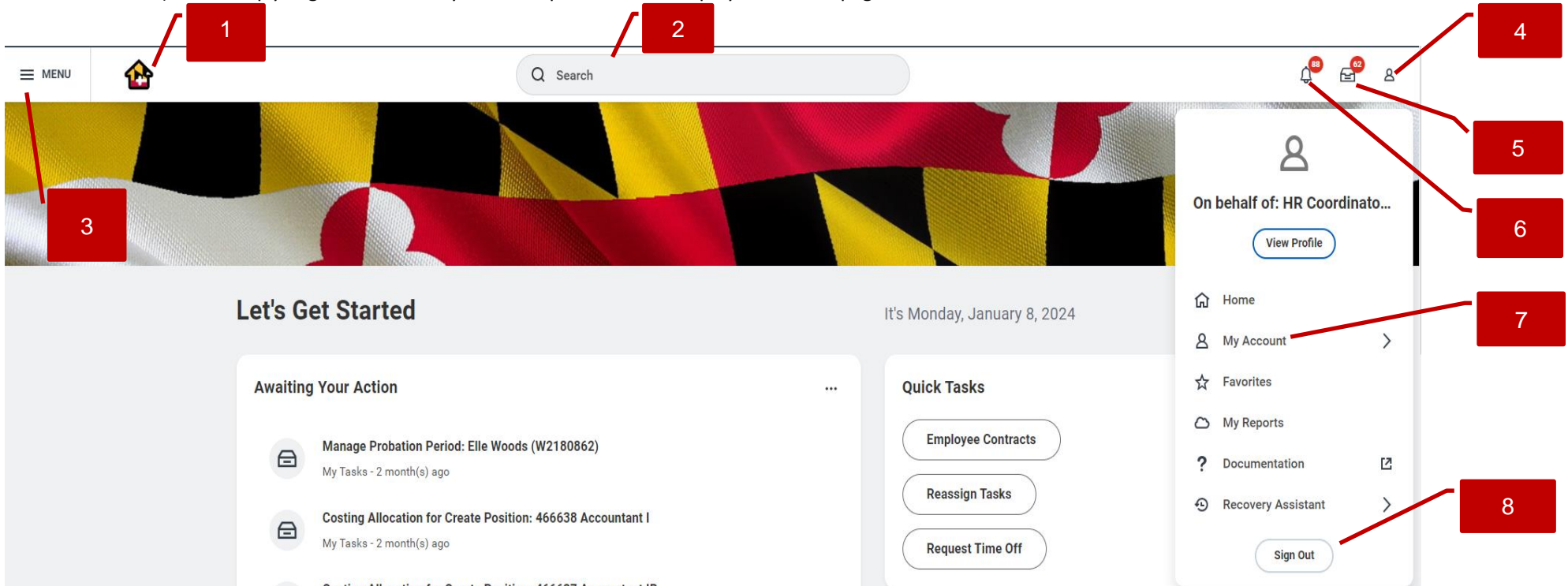

| 1	**SPS Icons:** Return to Home Page
2	**Search:** Predictive suggestions return common matching results to which you have access.
3	**Menu:** Applications founds on landing pages that provide quick access to tasks and information used on a regular basis (e.g., personal information, your account, Benefits, etc.) Some applications are configurable
4	**Profile Icon:** Opens SPS Menu options (based on your security access). Provides access to your landing pages, account settings, favorites, reports, and access to sign out of SPS.
5	**My Tasks box:** Central location for finding tasks that require your attention.
6	**Notifications:** Informs 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.

COMMON APPLICATIONS

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:

Application	Action and Activities
Benefits and Pay	**View** benefits and pay related information and **Initiate** life event changes.
New Announcements	**View** SPS specific system announcements.
Personal Information	**Manage and view** your personal contact information, emergency contacts, and name.
My Account	**Manage** your passwords and account settings.

CONFIGURING APPLICATIONS
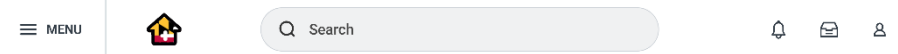
1. In the top right corner of the landing page, click on the ☰ **MENU** icon.
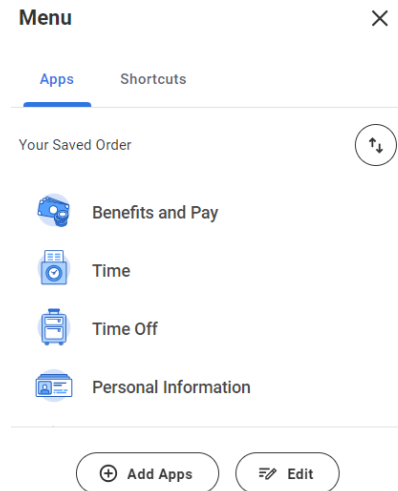
2. Add, remove, or reorder applications. Do one or more of the following to configure the applications on the Menu.

Add an application	• Click the **Add Apps** icon. • Click the **Plus** ⊕ icon and select from the list of existing apps.
Remove an application	• Click the **Edit** icon. • Click the **Minus** ⊖ icon next to the app to remove it from displaying in your menu.
Reorder Applications ⠿	• Use your mouse to grab the app from the six dots and drag to the desired row.

3. When you are done, click **Save.**