Personalized Navigation Menu

What is it?
The Personalized Navigation Menu allows you to move among functions and services without going back to the MySlice home page and choosing different pagelets.

How do I use it?

1. Locating the personalized menu.
After you log into MySlice and choose either an application or service pagelet, you will see a blue menu in the upper left corner called the Personalized Navigation Menu. It allows you to navigate quickly to any of your MySlice functions.

2. Using the menu.
To see a list of the navigation destinations, click on the + next to MySlice Services, or on any sub-item on the menu. To compress the listing back to its original size, click on the – next to MySlice Services or on any sub-item on the menu.

Your Personalized Navigation Menu may be longer or shorter than the one displayed here because it reflects the pagelets to which you have access.

When the menu is expanded, you can transfer to another function by clicking on the appropriate menu item.

3. Collapsing and expanding the menu bar
Because the menu takes up valuable real estate on the left side of the screen you may choose to minimize it either temporarily or permanently.

To minimize it temporarily, click the left facing white arrow. When you want to use it, click the right facing white arrow.
To permanently minimize it, click on **My Personalizations** in the menu.

- On the resulting page, click Personalize Option.
- Next, click the down arrow and choose Close.
- Click OK.
- Click Sign Out in the MySlice banner.
- Click OK on Session Ended box.
- Click No on the close window.
- Go up to Tools menu on your browser header and choose Internet Options.
- On the General tab of the Internet Options box, choose Delete files, and include offline files as well.
- Click OK.
- Exit out of this browser window, and all additional browser windows you may have open.
- When you launch the browser again, and log in to MySlice, your Personalized Navigation Menu should be minimized.

To permanently maximize it, follow the steps above but substitute Open for Close in the second step.