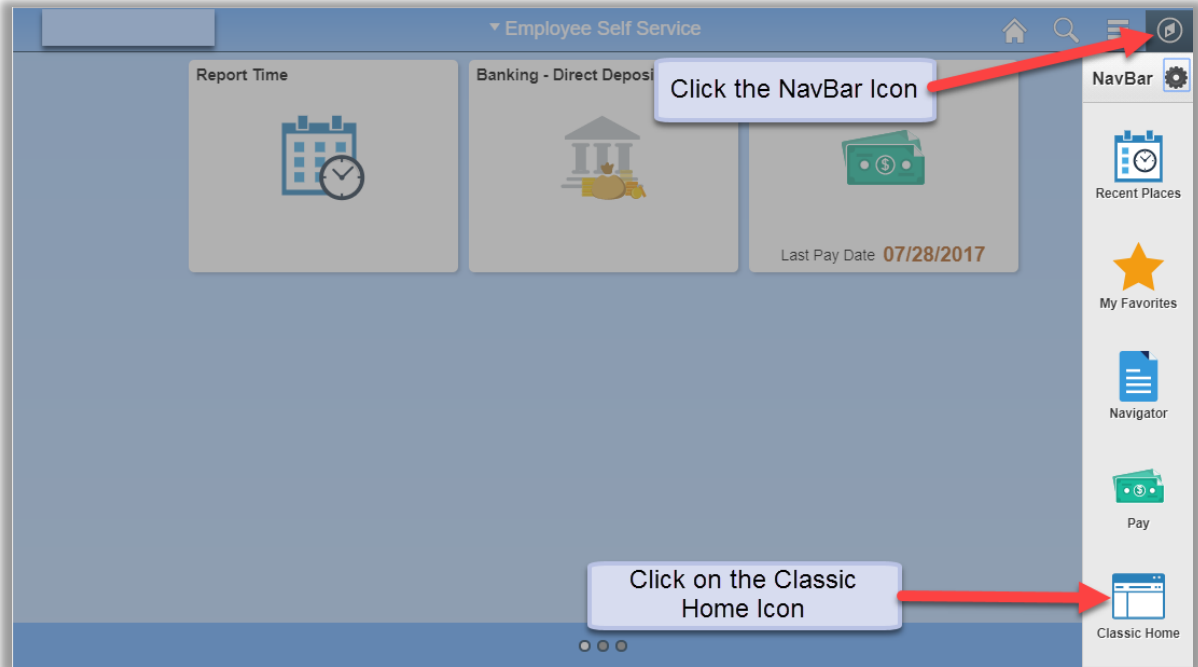


How to Access Classic mode in HR Direct

To access Classic Mode:

1. Click on the NavBar icon in the upper right corner of the page.
2. Click on the Classic Home icon from the sidebar menu.



3. To add menu options to the Classic Home Page click on Personalize Content in the upper right corner of the page. A pop-up will be displayed.
4. Under PeopleSoft Applications, click one of the following checkboxes: Menu, Menu – Classic, or Main Menu. Click the Save button in the bottom left corner to save your changes.

