



Customize Home Page in HR Direct

HR Direct allows you to customize the home page to suit your working preferences. To customize these settings, follow the steps below.

Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "**Log in to HR Direct Button**".

Step 3 - Enter your user id and password.

A blue banner with a pattern of rounded squares. The text 'HR Direct' is written in a large, white, serif font across the center.

HR Direct

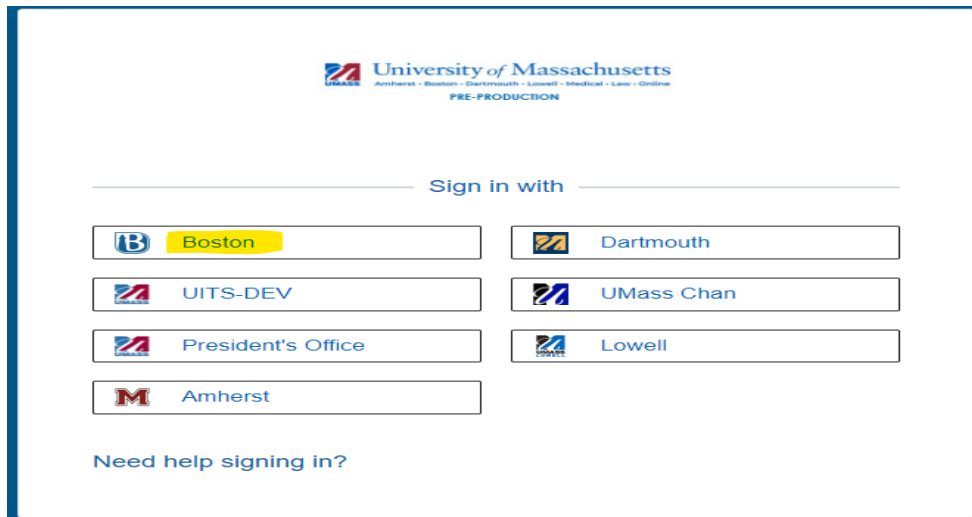
One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.

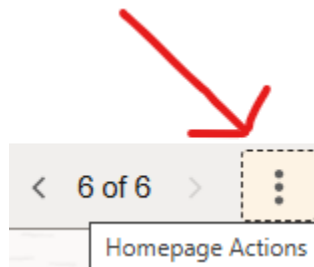
[Login to HR Direct](#)



Step 4 - When prompted to sign in to a campus, select "**Boston**".

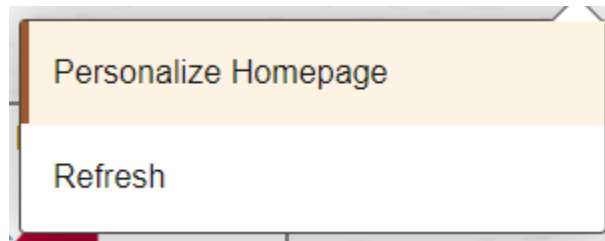


Step 5 - At the HR Direct home page, select the "**Homepage Actions**" menu (3 vertical dots).

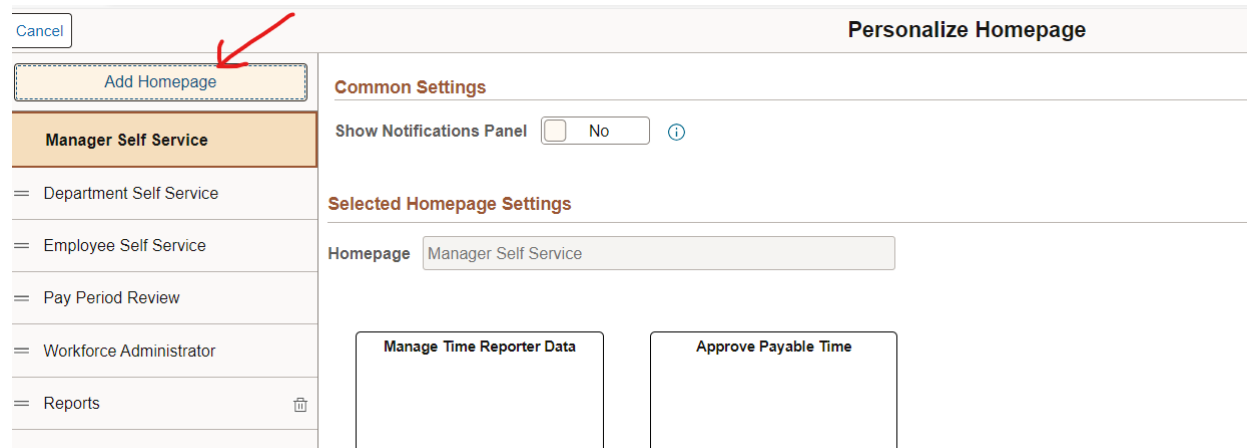




Step 6 - Select **“Personalize Homepage”** from the drop down menu.

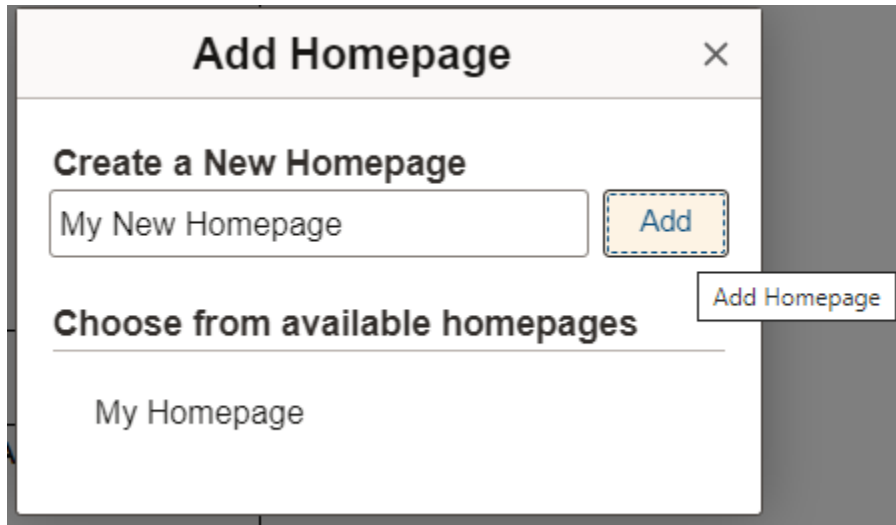


Step 7 - At the **“Personalize Homepage”** screen, select **“Add Homepage”** in the upper left corner.

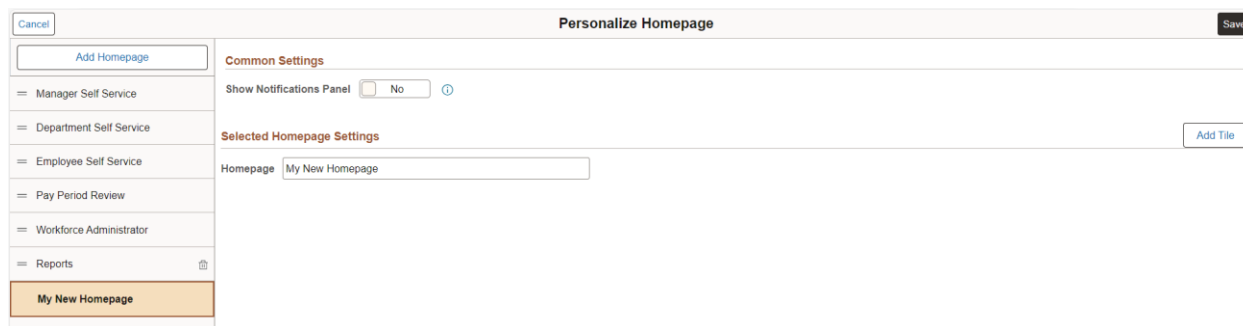




Step 8 - At the “Add Homepage” screen, enter a name into the “Create a New Homepage” box and click “Add.”



Step 9 - The name of your new homepage will now appear in the drop down list to the left. Select the “Save” button for your changes to take effect.

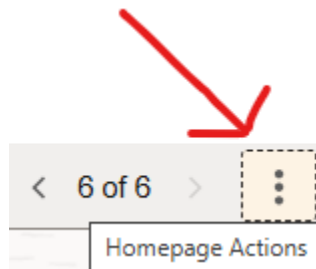




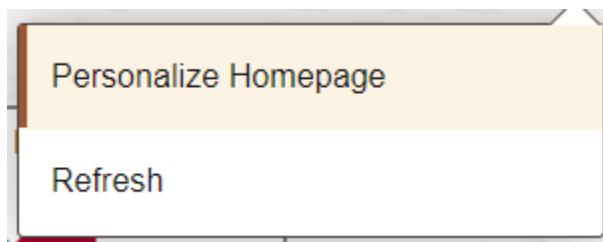
To Delete a Home Page in HR Direct

Please note when you delete a homepage in HR Direct. You will also delete all tiles which have been saved to it. Be careful when deleting a homepage. To delete a homepage, follow the steps below.

Step 1 - At the HR Direct home page, select the “**Homepage Actions**” menu (3 vertical dots).



Step 2 - Select “**Personalize Homepage**” from the drop down menu.





Step 3 - On the “**Personalize Homepage**” screen, find the name of the homepage you would like to delete. You cannot delete a homepage if it has been selected. Select the trash can to the right of the homepage name.

The screenshot shows the 'Personalize Homepage' interface. On the left, there is a list of homepage options: 'Manager Self Service' (highlighted), 'Department Self Service', 'Employee Self Service', 'Pay Period Review', 'Workforce Administrator', 'Reports', and 'My New Homepage'. Each item has a trash can icon to its right. A red arrow points to the trash can icon for 'My New Homepage'. The main area on the right is titled 'Personalize Homepage' and contains 'Common Settings' (with a 'Show Notifications Panel' toggle set to 'No') and 'Selected Homepage Settings' (with a 'Homepage' dropdown set to 'Manager Self Service'). Below these settings are two preview tiles: 'Manage Time Reporter Data' and 'Approve Payable Time'.

Step 4 - The name of the homepage you deleted should now disappear on the list to the left. Hit the “**Save**” button to confirm your changes.

This screenshot shows the same 'Personalize Homepage' interface as the previous one, but with the 'My New Homepage' option removed from the list on the left. A red arrow points to the 'Save' button in the top right corner of the interface.

Note: To add or delete a tile to/from a home page, please see the Add and delete a tile in HR Direct instructions.