Quick Reference Card

# How to Bookmark a Page – Google Chrome

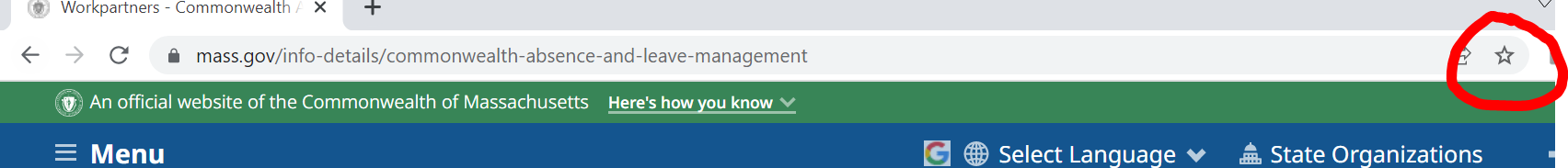
Recently, the state Human Resource Division (HRD) launched its new collaboration with Workpartners to request new, continuous or intermittent leaves and day-to-day sick time. This Quick Reference will help you bookmark important web pages.

Step 1. Open the web page you would like to make a favorite:

Graphical user interface, text, application

Description automatically generated

Step 2. Click on the star icon to the right of the web page path.

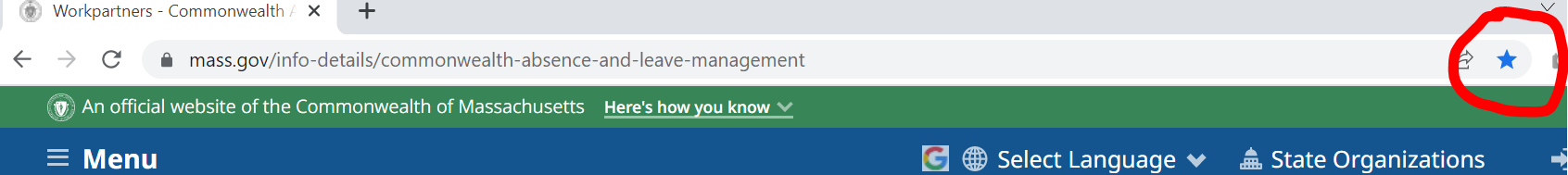


Step 3. A box will appear containing the web page name and where the bookmark will be saved. You can change either one of these. Choose “Done” if it looks ok.

Graphical user interface, text, application

Description automatically generated

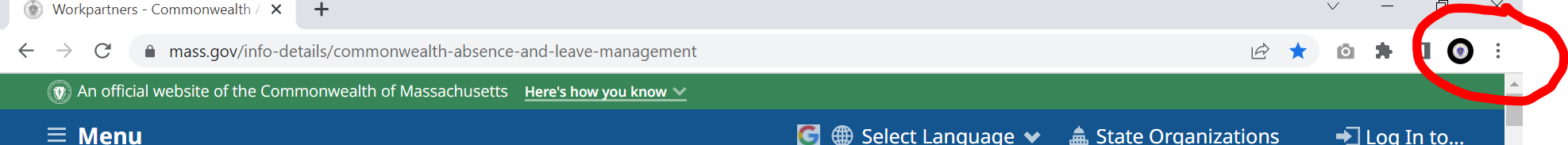
Your web page will now have a blue star indicting it is bookmarked.



# To get your list of bookmarks when you need them:

Step 4. Open a browser.

Step 5. At the top of the page, click on the three dots in the top right hand corner of the page.



Step 6. This opens a menu. Choose bookmarks.

Graphical user interface, text, application, email

Description automatically generated

Step 7. This opens a list of bookmarks. Find Workpartners and click on it to open the page.

Graphical user interface

Description automatically generated