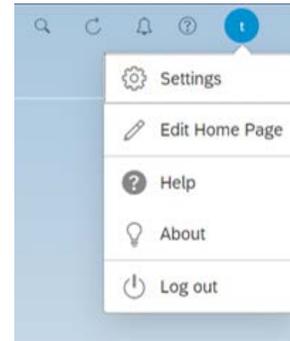## Setting your Preferences

To change your Preferences so that when you open CROA, it opens to a specific tab/page, set up your Preferences.

1. Click your profile icon in the upper right corner then click the gear icon. A pop-up window will appear and take you to the Settings tab.

2. To change your default settings, uncheck Use Administrator Provided Settings so you can edit the information below to meet your needs.

3. Determine what you want your homepage to be and select what information within that tab you want to display (My Documents, My Favorites, etc.).