**All Modules**

### Access Roles & Responsibilities

1. **Enter Oracle user name and password and click the Log In button**
   - ![Log In](image)

2. **Click the 3 bar button**
   - ![3 bar button](image)

3. **Click the required module**
   - ![Module selection](image)
   - **And click the subheadings until the icons for Standard or Self Service forms are shown.**

### Manage Favourites

1. **Remove any Favourites that have migrated from LIVE**
   - ![Remove button](image)

2. **Click the Add Favourites button**
   - ![Add Favourites](image)

3. **Click the Managing Favourites link**
   - ![Managing Favourites](image)

4. **Click the Remove button**
   - ![Remove Favourites](image)

5. **Add favourites by clicking the Responsibility dropdown**
   - ![Responsibility dropdown](image)
   - **Select the responsibility and click Go**
   - **Select the activity and click Apply**
   - ![Go and Apply](image)