ONE.UF: STUDENT VIEW OF ADVISING NOTES

This instruction guide will walk you through the process a student goes through to view Advising Notes in ONE.UF.

NAVIGATION

Students will use the following navigation to log into ONE.UF:

1. Go to the web address one.uf.edu
2. Click LOG IN
3. Click Log in with GatorLink
4. Enter GatorLink Username and Password
5. Click the LOG IN button

PROCESS

Students will use the following steps to view advising notes:

1. Scroll to locate the Advising Notes card in One.UF
2. Click on the Subject of the advising note you would like to view

3. Upon clicking the subject, a pop-up window will appear with detailed information about the note including who entered the note, the date it was entered, and the note itself
4. Click the CLOSE button to close the note
QUICK TIP!

Advising Notes

1. This Week
   - Jamie Malinowski
     Additional Hours
     05/02/2018

2. Last Week
   - Jamie Malinowski
     Fall Classes
     04/24/2018

3. Older
   - Jeffrey Newton
     Alberta is doing very well
     06/12/2017
   - Jeffrey Newton
     Fall Classes
     11/15/2017

There are three statuses for advising notes:

1. This Week
2. Last Week
3. Older

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu