SIDA REQUEST SEARCH

This instruction guide walks you through the process of reviewing SIDA approvals and denials.
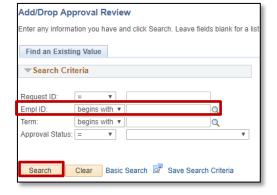
NAVIGATION

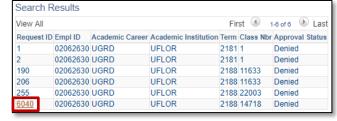Use the following navigation in myUFL:

1. Click the **NavBar**
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Records and Enrollment**
5. Click **Enroll Students**
6. Click **SIDA (Student Drop/Add)**
7. Click **Drop/Add Approval Review**

PROCESS

1. Enter the **UFID** in the **Empl ID** field
2. Click the **Search** button

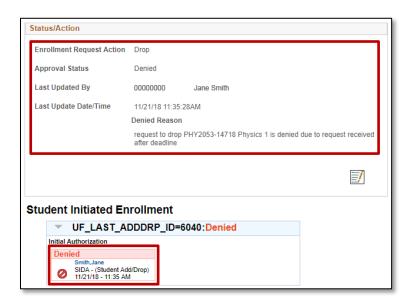3. Click on the **Request ID** you would like to view

4. If you receive an undergraduate dropped courses warningmessage, click the **Ok** button

5. Scroll down to view the following information about the approval or denial:
    a. Whether the request was approved or denied
    b. Who approved/denied the request
    c. Date of the approval/denial
    d. Time of the approval/denial
    e. Reason for the approval/denial

FOR ADDITIONAL ASSISTANCE

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

Policies
Office of the University Registrar
352-392-1374
registrar.ufl.edu