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 warning message, 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

![Student Information System](image)

**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