CHANGE A MILESTONE

NAVIGATION

After logging into myUFL, use the following navigation path:

myUFL > NavBar > Main Menu > Student Information System > Records and Enrollment > Enroll Students > Student Milestones

CHANGE A MILESTONE

1. Search for the Student using UFID or Name. If the student has multiple effective programs, choose the one relevant to your program

2. To Update a milestone (in this case changing the Undergraduate thesis milestone from MAGNA CUM LAUDE to SUMMA CUM LAUDE), you will need to add a new Effective Dated Row first.

3. To add a new Effective Dated Row, click the plus button on the Effective Date row. This will copy the milestones from the previous row FORWARD to today's date.

4. Search for the relevant milestone in the Milestone Details. In this case, it is the SECOND milestone (2 of 2). Update the fields you would like to change. In this case, simply change the Milestone Level from MAGNA CUM LAUDE to SUMMA CUM LAUDE. Click Save.

FOR ADDITIONAL ASSISTANCE

[Toolkit Resource Center](#)