
Create a Shortcut (URL)

In this example, you will create a shortcut to the UFLOR content in the Financial Information Tool (FIT) folder.

1. Login to myUFL
 - Open an internet browser
 - Navigate to my.ufl.edu
 - Click the Access myUFL button
 - Enter your GatorLink username and password
 - Click the Login button
2. Click the **NavBar > Main Menu > Enterprise Reporting > Access Reporting**
3. Click **Financial Information > Financial Information Tool** link.
4. While there are other folders here that may be of interest, for this example, click the **UFLOR** link.
5. Click one time in the URL to highlight the text.
6. Once highlighted, **right-click** in the field.
7. Click the **Copy**.
8. Click the **My Folders** link.
9. Click the **New URL** button.
10. For this example, enter "**Shortcut to FIT**" into the **Name** field.
11. Click in the **URL** field.
12. Right-click in the **URL** field.
13. Click the **Paste** menu.
14. Click the **Finish** link.
15. Click the **Shortcut to FIT** link.
16. In this example, you created a shortcut to the UFLOR content in the Financial Information Tool (FIT) folder.

If you need assistance Contact the UF Help Desk:

- 392-HELP
- helpdesk@ufl.edu