

ADDING FAVORITES

You can add favorites in myUFL to quickly navigate to pages you visit frequently. After you've added a favorite, returning to that page is as simple as clicking the **Menu** icon, clicking **My Favorites**, and then selecting the desired page.

1. Navigate to the page you'd like to save as a favorite. For example, to navigate to Timesheet, click the **Menu** icon and then click **Main Menu**. Next, use the menu to access: **My Self Service > Time Reporting > Report Time > Timesheet**.
2. Click the **Gear** icon and then click **Add to Favorites**.
3. Click **OK**.
4. Click **OK** again. The favorite is added.

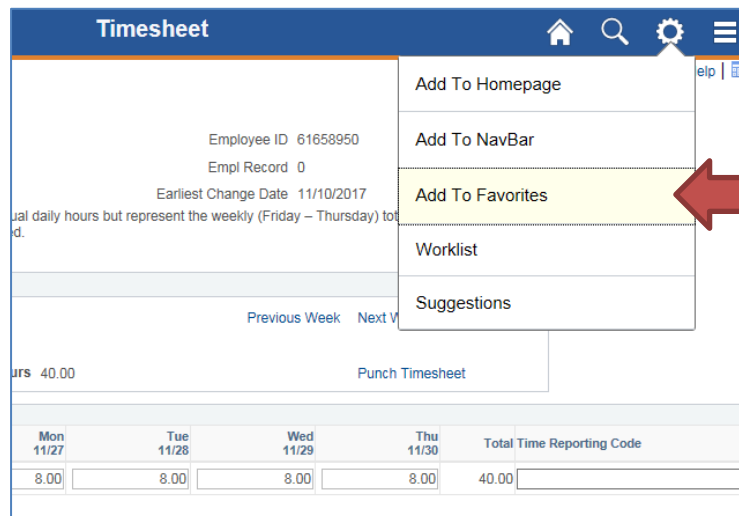


Figure 1: Add to Favorites

FOR ADDITIONAL ASSISTANCE

Technical Issues

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