

## PERSONALIZATIONS IN MYUFL: INCLUDE HISTORY AND VIEW ALL

This instruction guide will step you through the process of setting a page in myUFL to Include History or View All.

### NAVIGATION

Navigate to the appropriate page in myUFL. Enter search criteria and select **Search**.

ID:

Academic Career:

Student Career Nbr:

Campus ID:

National ID:

Last Name:  ALLIGATOR

First Name:

Include History  Correct History  Case Sensitive

**Search** Clear Basic Search Save Search Criteria

**Search Results**

View All First 1-8 of 8 Last

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
11112222	Undergrad	0	LibArt Sci	UFOR	Alligator,Albert	Unknown	**/**/****	(blank)	*****	USA	SSN	ALLIGATOR ALBERT	
22222222	Graduate	1	AgLifeSci	UFOR	Alligator,Alberta B	Female	**/**/****	(blank)	*****	USA	SSN	ALLIGATOR ALBERTA	
12121212	Undergrad	2	Journalism	UFOR	Alligator,Alberta B	Female	**/**/****	(blank)	*****	USA	SSN	ALLIGATOR ALBERTA	
21212121	Undergrad	2	LibArt Sci	UFOR	Alligator,Alberta B	Female	**/**/****	(blank)	*****	USA	SSN	ALLIGATOR ALBERTA	
22221111	Undergrad	1	LibArt Sci	UFOR	Alligator,Alberta B	Female	**/**/****	(blank)	*****	USA	SSN	ALLIGATOR ALBERTA	
12212121	Undergrad	0	LibArt Sci	UFOR	Alligator,Albert	Unknown	**/**/****	(blank)	*****	USA	SSN	ALLIGATOR ALBERT	
55552222	Undergrad	0	Business	UFOR	Alligator,Chris	Unknown	**/**/****	(blank)	*****	USA	ITIN	ALLIGATOR CHRIS	
52525252	Undergrad	0	LibArt Sci	UFOR	Alligator,Chris	Unknown	**/**/****	(blank)	*****	USA	ITIN	ALLIGATOR CHRIS	

### INCLUDE HISTORY

1. Select **Include History** check box.
2. Select **record**.

**Search Criteria**

ID:  12121212

Academic Career:  Undergraduate

Student Career Nbr:  0

Campus ID:

National ID:

Last Name:

First Name:

**Include History**  Correct History  Case Sensitive

**Search** Clear Basic Search Save Search Criteria

**Search Results**

View All First 1-8 of 8 Last

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
11112222	Undergrad	0	LibArt Sci	UFOR	Alligator,Albert	Unknown	**/**/****	(blank)	*****	USA	SSN	ALLIGATOR ALBERT	
22222222	Graduate	1	AgLifeSci	UFOR	Alligator,Alberta B	Female	**/**/****	(blank)	*****	USA	SSN	ALLIGATOR ALBERTA	
12121212	Undergrad	2	Journalism	UFOR	Alligator,Alberta B	Female	**/**/****	(blank)	*****	USA	SSN	ALLIGATOR ALBERTA	

**Note:** You have to select right arrows to see additional pages.

The screenshot shows a student record for Alberta Alligator (ID: 12121212). The record is for an Undergraduate Career Requirement Term. The status is 'Completed Program'. The effective date is 05/22/2018. The program action is 'PRGC' (Program Change) with an action reason of 'CMAJ' (Change Major). The academic institution is 'UFLOR' (University of Florida) and the program is 'UGLAS' (Liberal Arts and Sciences). The admit term is '2178' (Fall 2017) and the requirement term is '2188' (Fall 2018). The expected graduation term is also '2188' (Fall 2018). The record was last updated on 05/22/2018 at 3:37:17PM by user 55555555. In the top right corner, there are navigation links: 'Find', 'View All', 'First', '1 of 3', and 'Last'. The 'View All' link is highlighted with a red box.

## View All

1. Select **View All** to see all records displayed instead of having to click through pages.

This screenshot is identical to the one above, showing the same student record for Alberta Alligator. The 'View All' link in the top right navigation area is highlighted with a red box.

2. Select Personalize Page.

This screenshot shows the top navigation bar of the Student Information System. The 'Personalize Page' button is highlighted with a red box. Other navigation options include 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Additional Information', 'Student Attributes', 'Student Degrees', and 'Student Diploma'. There are also links for 'Related Content', 'New Window', 'Help', and 'Personalize Page'.

3. Select the **Save the state of the View All settings on this page.**
4. Click **OK.**

OK Cancel Copy Settings

Page Personalization

Put this page in front (the current tab) when I come into this component.

Save the state of the View All settings on this page.

Save tabbing order personalized below.

To define new tabbing order, select Clear Tabbing Order, then click items to include in desired sequence.  
This new Tab order setting may be overridden by the people code command SelCursorspos().  
To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.

Clear Tabbing Order Restore Default

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk

352-392-HELP

[helpdesk.ufl.edu](http://helpdesk.ufl.edu)