

MYUFL NAVIGATION BASICS

Navigation in myUFL is now supported by a new, mobile-friendly menu located in the upper right corner of the system. This instruction guide provides essential information about how to use the new menu. To get started, just click the **Menu** icon.

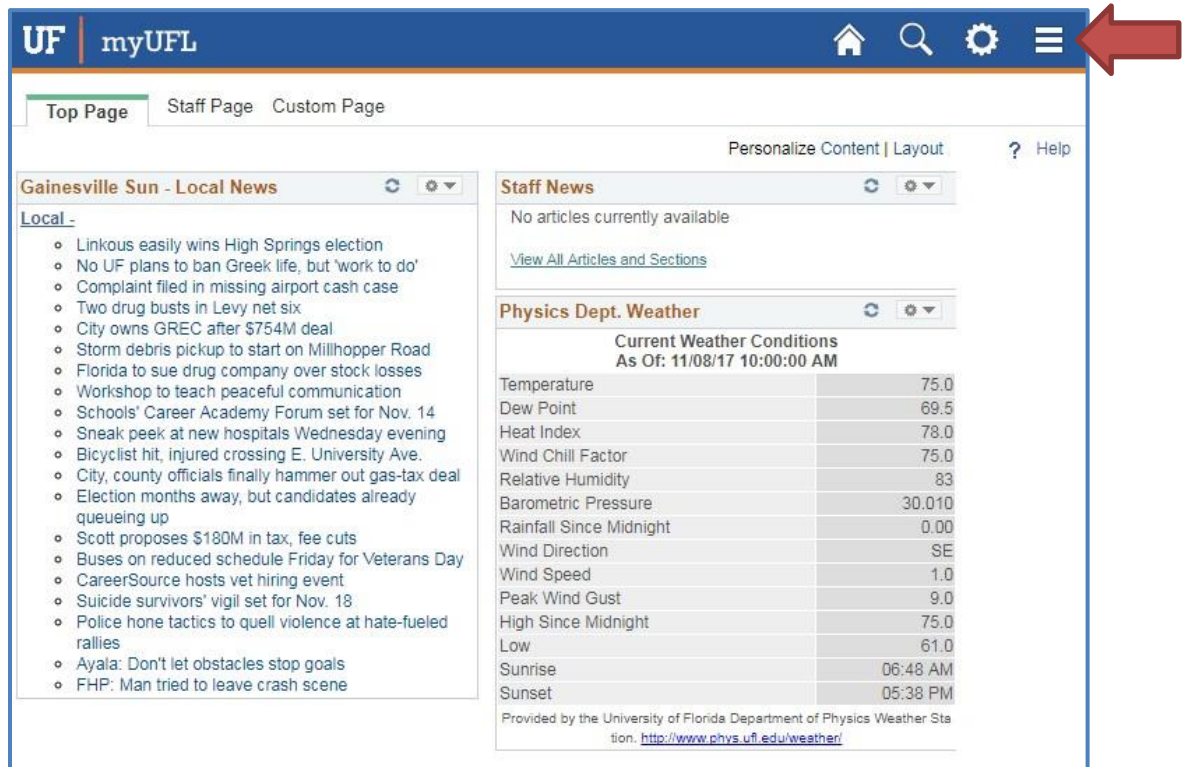


Figure 1: myUFL Home Page, Menu icon

USING THE NAVBAR

The NavBar displays when you click the Menu icon. The NavBar provides quick access to the features you use frequently. Available options include:

- **Recent Places** – Locations you've accessed recently.
- **My Favorites** – Favorite locations you've bookmarked.
- **Main Menu** – Displays the full contents of the myUFL Main Menu.

You can customize the NavBar by adding locations you visit frequently. To do this, access the page you'd like to add to the NavBar. Next, click the **Gear** icon and then click **Add to NavBar**.

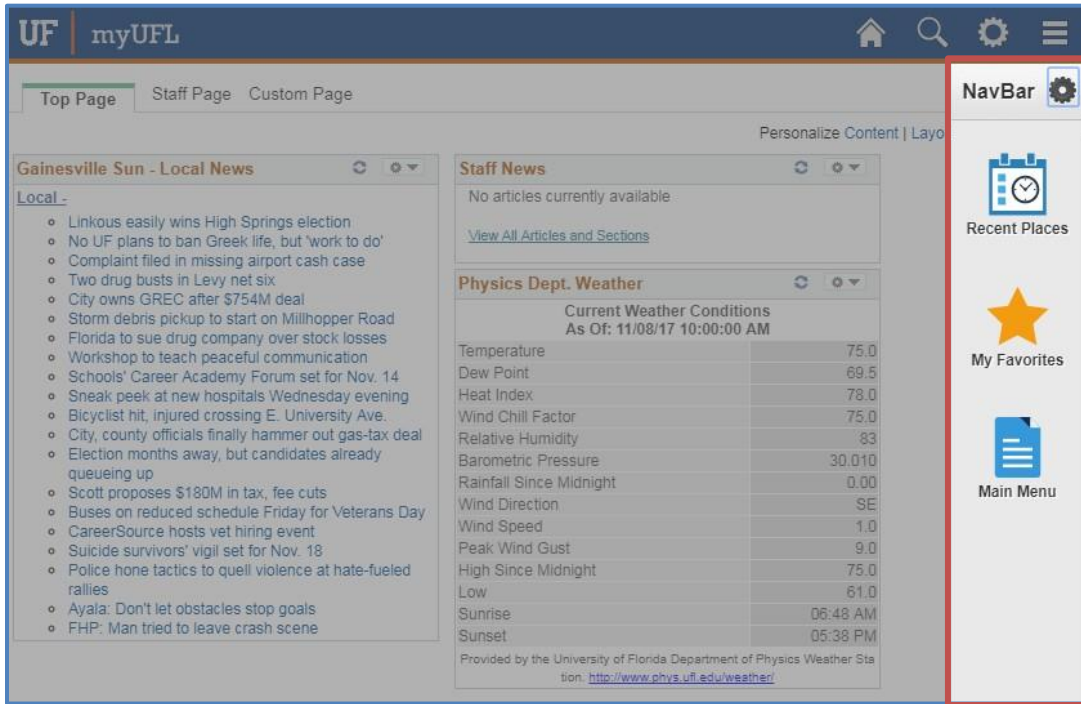


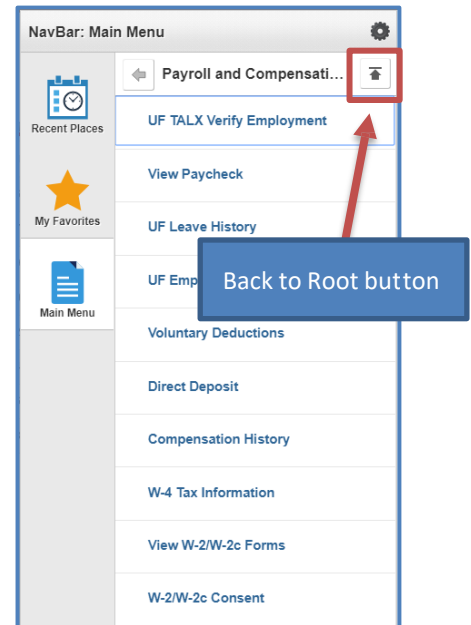
Figure 2: myUFL NavBar

MENU NAVIGATION

This section summarizes changes to the Main Menu in myUFL.

- To access the full menu, click **Menu** icon and then click **Main Menu**.
- After you've used the Main Menu to access a feature, that location in the System will still be displayed when you return to the menu. To return to the top level of the menu, just click the **Back to Root** button.

Tip: Financials and Human Resources menu items have moved on the Main Menu. They are now located at the top level of the menu for convenient access.



FOR ADDITIONAL ASSISTANCE

Technical Issues

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