PERSONALIZATIONS IN MYUFL: SAVE A SEARCH
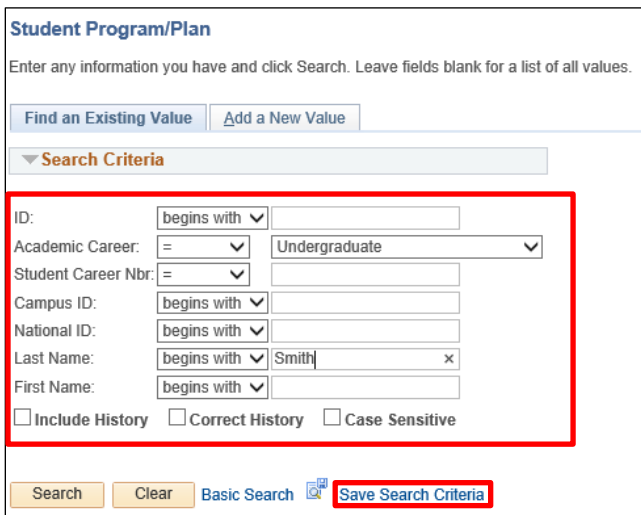
This instruction guide will step you through how to save search criteria for searches you perform on a regular basis.
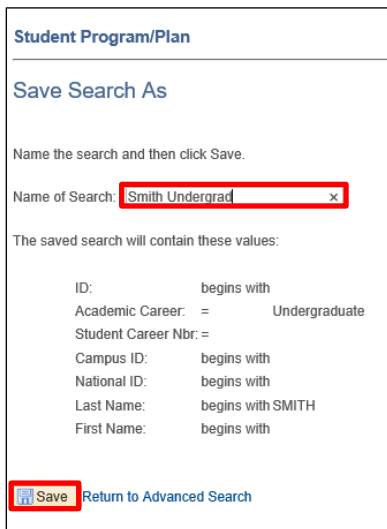
NAVIGATION

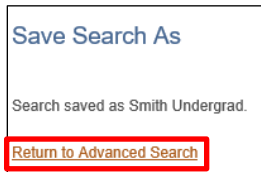Navigate to the appropriate page in myUFL.

SAVE SEARCH CRITERIA

1. Enter search criteria.
2. Select **Save Search Criteria**.

Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

▼ **Search Criteria**

ID:	begins with ∨	
Academic Career:	= ∨	Undergraduate ∨
Student Career Nbr:	= ∨	
Campus ID:	begins with ∨	
National ID:	begins with ∨	
Last Name:	begins with ∨	Smith ✕
First Name:	begins with ∨	

☐ Include History   ☐ Correct History   ☐ Case Sensitive

| Search | Clear | Basic Search   **Save Search Criteria**

3. Enter **Name of Search**.
4. Click **Save**.

Student Program/Plan

Save Search As

Name the search and then click Save.

Name of Search: Smith Undergrad ✕

The saved search will contain these values:

ID:	begins with	
Academic Career:	=	Undergraduate
Student Career Nbr:	=	
Campus ID:	begins with	
National ID:	begins with	
Last Name:	begins with	SMITH
First Name:	begins with	

Save Return to Advanced Search

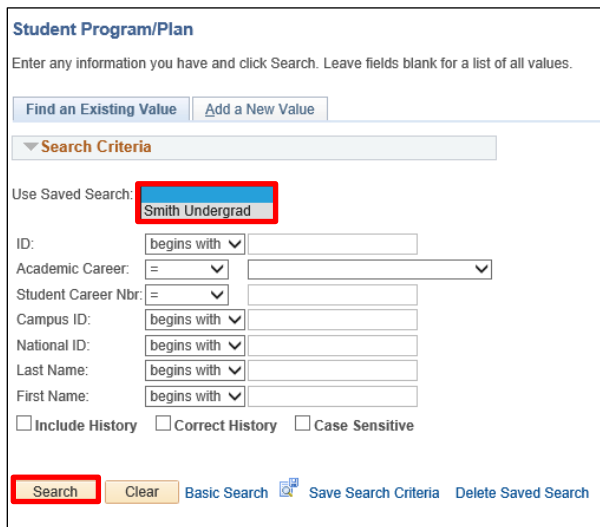5. Select **Return to Advanced Search** to start a new search.

Save Search As

Search saved as Smith Undergrad.

Return to Advanced Search

6. Select search from **Use Saved Search** field.
7. Click **Search**.

Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Use Saved Search: Smith Undergrad

ID: begins with ▾
Academic Career: = ▾
Student Career Nbr: = ▾
Campus ID: begins with ▾
National ID: begins with ▾
Last Name: begins with ▾
First Name: begins with ▾

☐ Include History ☐ Correct History ☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria Delete Saved Search

FOR ADDITIONAL ASSISTANCE

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