

PERSONALIZATIONS IN MYUFL: TAB ORDER

This instruction guide will walk you through the process of setting tab order in myUFL pages.

NAVIGATION

Navigate to the appropriate page in myUFL and select **Personalize Page**.

The screenshot shows the myUFL interface for a student named Albert Alligator. The 'Personalize Page' button is highlighted with a red box in the top right corner of the page. The interface includes tabs for Student Program, Student Plan, Student Sub-Plan, Additional Information, Student Attributes, Student Degrees, and Student Diploma. The main content area displays student details such as Academic Career (Undergraduate), Career Requirement Term, and various dates and terms.

SET TAB ORDER

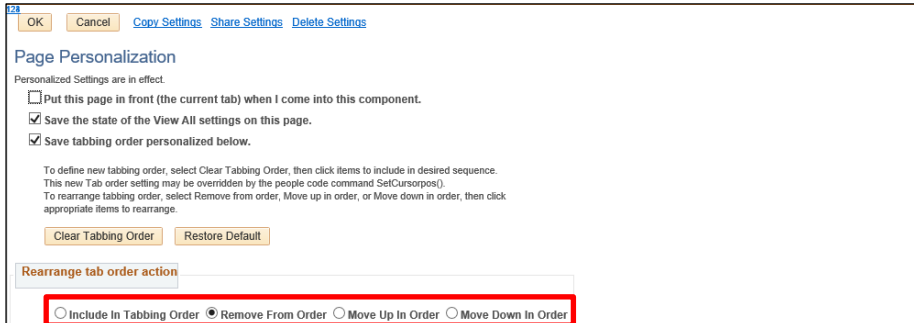
1. Select **Clear Tabbing Order**.
2. Check the **Save tabbing order personalized below** check box.
3. Click the underlined **X** to designate the order of the tab sequence.

The screenshot shows the 'Page Personalization' dialog box. The 'Save tabbing order personalized below' checkbox is checked and highlighted with a red box. The 'Clear Tabbing Order' button is also highlighted with a red box. Below the dialog box, the myUFL interface is visible with a red arrow pointing to the underlined 'X' characters in the 'Effective Date' and 'Effective Sequence' fields, indicating the tab order.

4. Select **OK**.

Adjust Existing Tab Order

1. Select **Remove From Order**, **Move Up In Order**, or **Move Down In Order**.



The screenshot shows a 'Page Personalization' dialog box. At the top, there are buttons for 'OK', 'Cancel', 'Copy Settings', 'Share Settings', and 'Delete Settings'. Below these are checkboxes for '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.', and 'Save tabbing order personalized below.'. There are also buttons for 'Clear Tabbing Order' and 'Restore Default'. At the bottom, there is a section titled 'Rearrange tab order action' with four radio button options: 'Include in Tabbing Order', 'Remove From Order', 'Move Up In Order', and 'Move Down In Order'. The 'Remove From Order' option is selected and highlighted with a red box.

2. Click the underlined **X**'s to remove from order, move up in order, or move down in order.
3. Select **OK**.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

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