

SIS SEARCH IN MYUFL

This instruction guide will walk you through the process of using the SIS Search feature in myUFL.

NAVIGATION

Use the following navigation in myUFL to get to the SIS Search page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **SIS Search**

PROCESS

On the SIS Search page you can search using the following filters:

- UFID (Empl ID field)
- Last Name
- First Name
- Academic Career
- Academic Program Status

1. Enter the desired information. You can enter information in one field or multiple. In this example we will search by enter criteria in the **Last Name**, **Academic Career**, and **Academic Program Status** fields.
2. Click the **Search** button.
3. **RIGHT CLICK** in the **Name** field of the record you wish to view. You must RIGHT CLICK to see the available options, not left click.

Empl ID	Date of Birth	Name	First Name	Middle Name	Last Name	Academic Career	Student Career Nbr	Academic Program
1 11111111	08/02/1996	Alberta Alligator	Alberta	B	Alligator	Undergraduate	1	Liberal Arts and Sciences
2 11111111	08/02/1996	Alberta Alligator	Alberta	B	Alligator	Undergraduate	2	Liberal Arts and Sciences

Actions

Quick Enroll a Student

View Advising Notes

Student Program/Plan

Manage Service Indicators

Student Groups

Academic Requirements

4. Upon right-clicking in the Name field of the desired result, a menu will appear. Click on the option you wish to view.

NOTE: Depending on your security in myUFL and the pages you have access to view, your list of available options may be different than what is shown here.

QUICK TIP!

Because this page opened in a new tab, if you wish to go back to the search page, simply click back on the SIS Search tab on your browser window.

Alternatively, you can use the following navigation to return to the SIS Search page:

NavBar > Main Menu > Student Information System > SIS Search

QUICK TIP!

If you want to conduct a partial search you can use the % percent sign along with other desired characters. The percent sign % is known as a wildcard.

As an example, if you want to see all last name records that begin with "all", you would enter all% in the Last Name field.

If you wanted to see all records that end with certain characters, you would enter the % percent sign, followed by the characters. For example, if we want all records whose last name ends in "all", we would enter %all.

Wildcards can only be used in the **Last Name** and **First Name** fields on this page.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu