Create a Shortcut (URL)

In this example, you will create a shortcut to the UFLOR content in the Financial Information Tool (FIT) folder.

1. Login to myUFL
   - Open an internet browser
   - Navigate to my.ufl.edu
   - Click the Access myUFL button
   - Enter your GatorLink username and password
   - Click the Login button

2. Click the Main Menu > Enterprise Reporting > Access Reporting

3. Click Financial Information > Financial Information Tool link.

4. While there are other folders here that may be of interest, for this example, click the UFLOR link.

5. Click one time in the URL to highlight the text.

6. Once highlighted, right-click in the field.

7. Click the Copy.

8. Click the My Folders link.

9. Click the New URL button.

10. For this example, enter "Shortcut to FIT" into the Name field.

11. Click in the URL field.

12. Right-click in the URL field.

13. Click the Paste menu.

14. Click the Finish link.

15. Click the Shortcut to FIT link.

16. In this example, you created a shortcut to the UFLOR content in the Financial Information Tool (FIT) folder.

If you need assistance Contact the UF Help Desk:
   - 392-HELP
   - helpdesk@ufl.edu