

[Using "My Links" Functionality]

You can create a list of frequently used links in the myUFL systems by using the My Links functionality in PeopleSoft. The My Links list that you create will be located in the upper right-hand corner of your top page at <http://my.ufl.edu>. Use the drop down functionality to the right of the My Links field to reveal your list.

- ▶ Log into the system via the myUFL portal, using your GatorLink user id and password (<http://my.ufl.edu>)
- ▶ Navigate to the page that you would like to add to your "My Links" list
- ▶ Simply click "Add to My Links" in the upper right hand corner
- ▶ The default name for the page will appear at the "Add to My Links" Screen
 - ▶ The default name can be edited if you like
- ▶ Click "Save" when done
- ▶ To check your "My Links" list, click "Home" in the upper right-hand corner of your screen
 - ▶ You will be returned to your top page at my.ufl.edu
- ▶ In the "My Links" drop down menu, your new link will have been added
- ▶ By clicking on the newly added link, you will go directly to that page--bypassing the navigational path

