

## Administrative Staff Navigation in myUFL

1. Log into my.ufl.edu
2. Click on the NavBar and select “Main Menu”
3. Navigate to Student Information System
  - 3.1. Navigate to Online Learning
  - 3.2. Navigate to Canvas Course Request - Admin
4. Enter term code
  - 4.1. Terms are established by taking the year and removing the zero, and then adding the month that the semester begins. The codes for the 2019 semester are listed below.
    - 4.1.1. Spring- 2191
    - 4.1.2. Summer- 2195
    - 4.1.3. Fall- 2198
5. In course, you can enter your course code with specificity of the course prefix or the full course code. In this example, we’ve used ‘AFA’ as the course code example, and if you use the prefix it will show all courses named “AFA.’ Now we demonstrate all the ‘AFA’ three thousand level courses.