

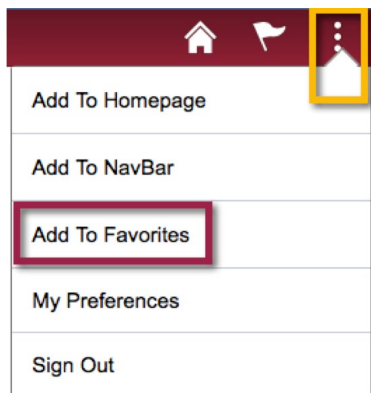
## Using Favorites

Frequently used UAC pages can be set as Favorites for quick access without having to use the full navigation path.

Favorites save as part of your UAConnect ID are available to you from any computer that can access the system. However, be aware that only UAConnect pages may be saved as UAC favorites.

### Create Favorites

1. **Navigate** to the page you wish to designate as a Favorite.
2. Click **Add to Favorites** from the **Action Menu** icon in the banner. Note that you may also save the page to your Home Page or to the NavBar.



3. The **Add to Favorites** page opens and displays the page name as the default in the **Description field**.
4. Click the **OK** button to save.
5. Click the NavBar icon and then click the My Favorites icon to view your new favorite.

## Editing and Organizing Favorites

The Edit Favorites page displays a list of your UAC favorites and their display order sequence numbers. Note that if all the sequence numbers are zeros, the favorites sort alphabetically.

1. Click the **NavBar** and select the **My Favorites** icon. Click **Edit Favorites**.

The screenshot shows the 'Edit Favorites' interface. At the top, there is a red header bar with the title 'Edit Favorites' and a home icon. Below the header, a message states: 'Select the Save button after editing or deleting favorites to apply your changes.' A green 'Save' button is located to the right of this message. The main content area is titled 'Favorites' and indicates '12 rows'. It features a 'Delete Selected' button and a table with the following columns: a checkbox, the favorite name, a sequence number input field, and a '3. Sequence number' header. The table contains 12 rows of favorites, each with a checkbox, a text input field for the name, and a numeric input field for the sequence number. The first row is highlighted in grey and has a red '2.' next to its name, '\*Favorite'. The other rows have '0' in the sequence number field.

<input type="checkbox"/>	*Favorite	2.	3. Sequence number
<input type="checkbox"/>	Degree Audit (Admin)	2.	0
<input type="checkbox"/>	Electronic Addresses		0
<input type="checkbox"/>	Enrollment Request Search		0
<input type="checkbox"/>	Manage Service Indicators		0
<input type="checkbox"/>	Photo		0
<input type="checkbox"/>	Service		0
<input type="checkbox"/>	Student Enrollment Appointment		0
<input type="checkbox"/>	Student Grades		0
<input type="checkbox"/>	Student Program/Plan		0
<input type="checkbox"/>	Term History		0
<input type="checkbox"/>	UA Student Degree Clearance		0
<input type="checkbox"/>	UA Transfer Credit Summary		0

2. To rename a favorite, **highlight** the Favorite field and type a new name.
3. To reorder your favorites, enter the desired sequence number for each favorite and click **Save**. The Edit Favorites list sorts by the new sequence numbers.
4. To refresh the My Favorites folder and view your changes:
  - 4.1. Close the folder.
  - 4.2. Reopen the My Favorites folder.
  - 4.3. My Favorites is now reorganized as specified on the Edit Favorites page.

## Using Favorites

1. To use your favorites, click on the **NavBar** and select the **My Favorites** icon.
2. Select the favorite you wish to view.
3. Your favorite page opens.

