

## Transferring Your Favorites from Colleague UI 4.0 to Colleague UI 5.0

On MyBucks under Apps for Employees, both versions of Colleague are still available for general use. In the near future, UI 4.0 will no longer be available as it is no longer receiving updates or support from Ellucian.

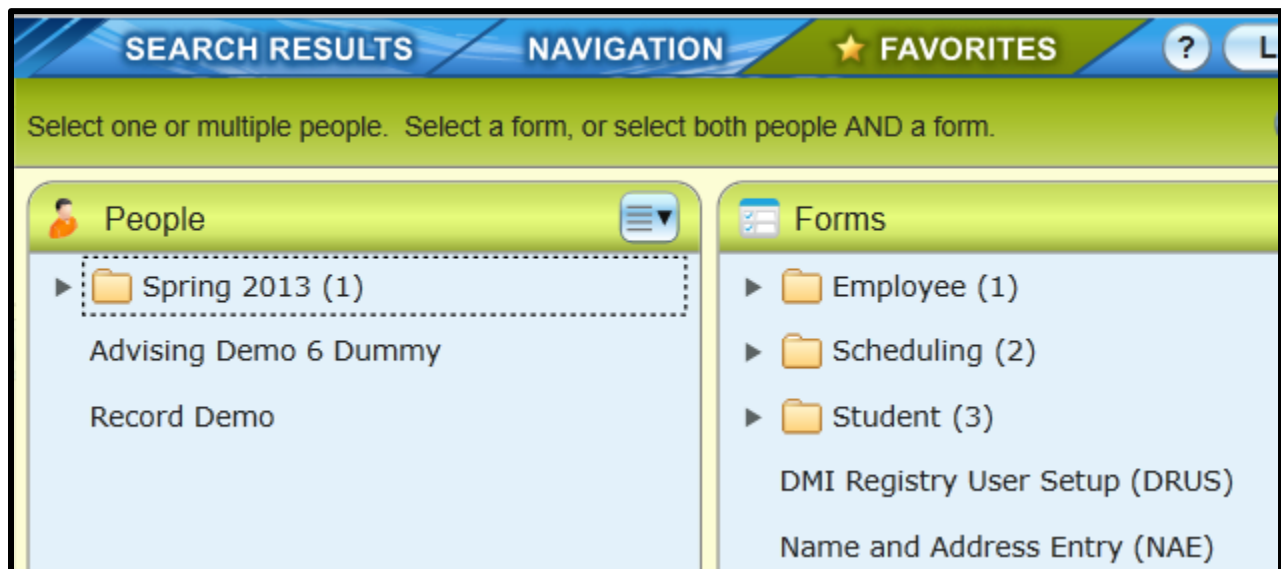
- UI 4.0 requires Internet Explorer with the Silverlight plugin installed. It will not function in other browsers.
- UI 5.0 will run in any browser without additional plugins. Firefox or Chrome are recommended.



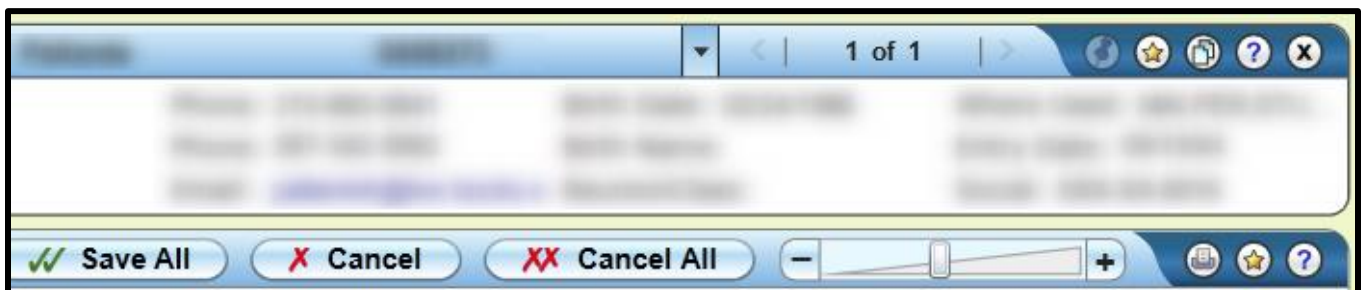
Start by logging into UI 4.0 (in Internet Explorer). Click **Favorites** at the top.



Any people or forms that you have previously added to your Favorites will appear here.



If you have never added a form or person to your Favorites, open any form or person and you'll notice a star ★ on the right for the person context and the form.



After clicking the star ★ you will be presented with an Add to Favorites popup. You can organize Favorites into New Folders if you wish. Any Favorites you add in UI 4.0 will automatically carry over to the new version UI 5.0.

★ Add to Favorites

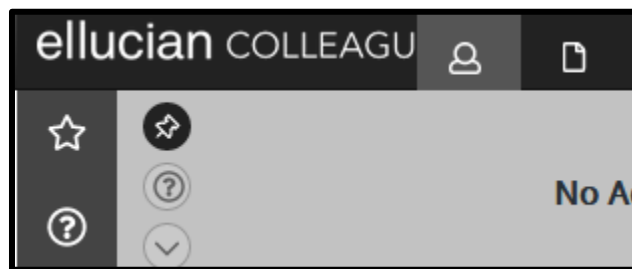
Form Name: Sections (SECT)

Add to Folder: Form Favorites

New Folder

Add Cancel

Log into UI 5.0 from any browser. In the upper left corner, click the ★ to reveal your Favorites.



Favorites

Select one or multiple people. Select a form, or select both people AND a form.

FAVORITE PEOPLE	FAVORITE FORMS
∨ Spring 2013 (1)	∨ Employee (1)
👤 Record Demo	∨ Scheduling (2)
👤 Advising Demo 6 Dummy	∨ Student (3)
👤 Norman	✎ DMI Registry User Setup (DRUS)
👤 Thomas	✎ Name and Address Entry (NAE)