Job Aid: UCPath Basics and Navigation

Accessing UCPath

Access UCPath by typing ucpath.universityofcalifornia.edu in your browser's address bar.

Note: The URL in the address bar may appear differently when the page opens in the web browser. Either version may be captured when creating bookmarks. Refer to the *UCPath Bookmarks* job aid for more information.

Signing In

Log in to UCPath using your current UC network user ID and password. UCPath times out after 60 minutes of inactivity; any unsaved data entry will be lost.

Signing Out

Always sign out of UCPath. Sign out of your current session by clicking the **Log Out** link in the upper right corner. Do not close the browser tab or window, or go to another site, as a method of closing UCPath.

Tips

- Prior to logging in to UCPath, turn off your web browser's pop-up blocker feature. Refer to the *UCPath Disable Pop-Up Blocker* job aid for more information.
- To maximize your browser window, press **F11** on your keyboard. Press **F11** again when you no longer need to view a full screen.
  Note: Your browser may use a different keyboard shortcut to enter/exit full screen mode.
- Do not use your web browser's forward and back buttons to navigate. This may work on some pages some of the time, but in other situations, it can cause data loss in UCPath. Always navigate with the UCPath buttons and menus.

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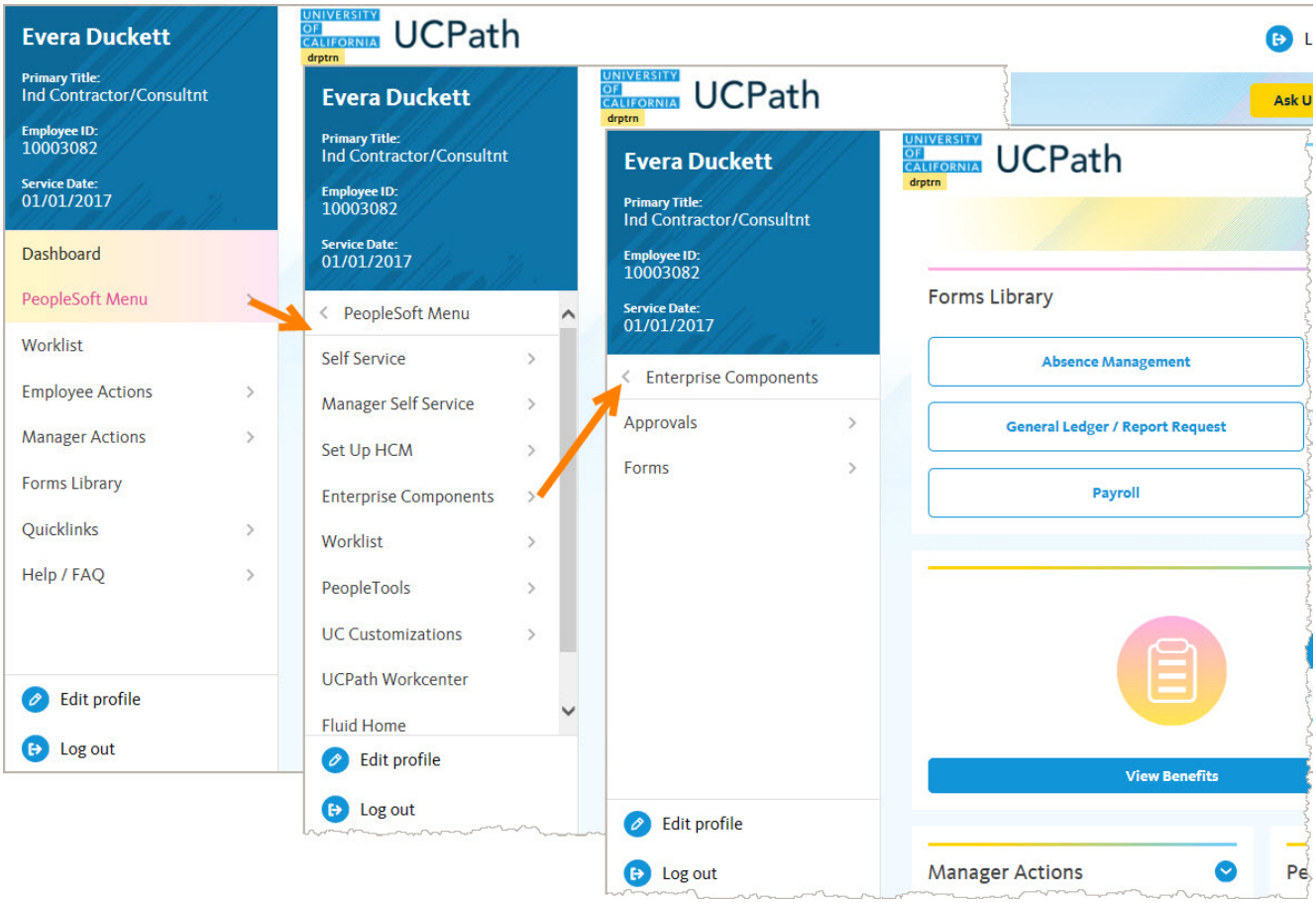
UCPath Menu Structure

UCPath uses cascading menus to display a hierarchy of submenus you use to navigate to various application pages and components (page groups).

- The top-level menu (far left example in the image that appears below) includes **PeopleSoft Menu**, **Employee Actions**, **Help / FAQ** and other standard options.
- When you expand the **PeopleSoft Menu** (middle example), you see all functional areas relevant to your job/system role.
- Continue to drill down to find pages and components for the tasks you perform in UCPath (far right example.

Note: You have access only to menu items and pages you need to perform your job. The menu in this example may show more options that your user account.



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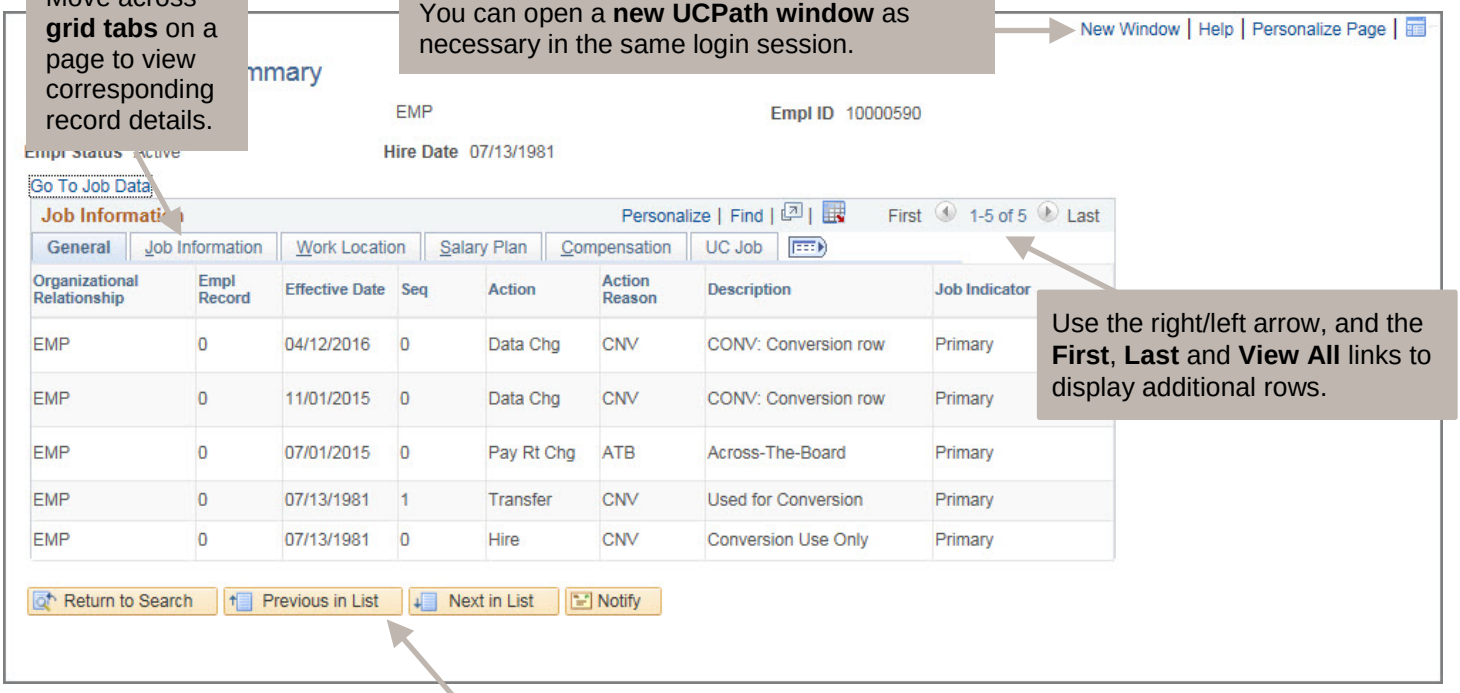
Navigating in UCPath

UCPath's browser-based interface contains some navigation elements that are the same regardless of where you navigate in the system. The following are some basic UCPath navigation features.



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Keyboard Shortcuts

You can navigate or perform tasks with keyboard shortcuts. This table provides a list of commonly used shortcuts, a description of the action and the related button or link.

Tip: Press **Ctrl+K** in UCPath to display a full list of keyboard shortcuts. (This shortcut may not work in all web browsers.)

Shortcut	Button	Action
Alt+1	Save	Save changes
Alt+2	Return to Search	Return to search list
Alt+3	Next in List	Display next record in list
Alt+4	Previous in List	Display previous record in list
Alt+5	or	Display lookup values or calendar, depending on the field type
Alt+7		Insert new row in grid
Alt+8		Delete currently selected row in grid
Alt+0	Refresh	Refresh page
Alt+.		Display next row in grid
Alt+,		Display previous row in grid
Alt+/	Find	Display the find feature for grid
Alt+'	View All	View all rows in the grid