

## FIN How-to: Disabling Autocomplete <sup>[1]</sup>

As you enter information in fields in the Finance System, FIN provides a drop-down list of items that match your criteria -- this is known as Autocomplete.

If you want, you can update your FIN preferences to disable autocomplete.

### Watch the Video

### Read the procedures

1. Log into the Finance System.
2. Use the Search bar at the top of your screen to search "Personalizations"
3. From the search results, select *My Personalizations*.
4. On the General Settings page, click **Navigation Personalizations** to expand that section.
5. Click the toggle button for **Autocomplete** and select **No**.
6. In the top right corner of the page, click **Save**.

### Have a question or feedback?

## Questions & Feedback <sup>[2]</sup>

Feedback or Question \*

Your Name

Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

## Controller

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**Source URL:**<https://www.cu.edu/controller/fin-how-disabling-autocomplete>

### Links

[1] <https://www.cu.edu/controller/fin-how-disabling-autocomplete>

[2] <https://www.cu.edu/controller/forms/questions-feedback-0>