FIN How-to: Disabling Autocomplete [1]

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 [2]

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

Links
[1] https://www.cu.edu/controller/fin-how-disabling-autocomplete
[2] https://www.cu.edu/controller/forms/questions-feedback-0