The following are procedures for creating saved lists in Colleague. There are two methods:

Method #1: Enter IDs manually

Method #2: Copy IDs from a column in an Excel spreadsheet

NOTE: Refer to "View the Contents of a Saved List" if you would like to verify the contents of your saved list.

## Method #1: Enter IDs manually

• Enter SLED as the form name.

SLED: Savedlist Edit Contents	- Search	SEARCH RESULTS NAVIGATION
Ellucian Colleague UI		No Active Context

• Enter a saved list name when prompted. It is recommended that you begin the name of the saved list with your initials to help make it unique. It cannot contain spaces.

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- Click OK.
- Click Add.

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• Enter the IDs. Be sure to include the leading zeroes!! Click "Save All".



## Method #2: Copy IDs from a column in an Excel spreadsheet

• Enter SLED as the form name.

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Colleague UI		No Active Context

• Enter a saved list name when prompted. It is recommended that you begin the name of the saved list with your initials to help make it unique. It cannot contain spaces.

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- Click OK.
- Click Add.

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• Highlight the IDs in your spreadsheet. Then right-click, and choose Copy.

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NOTE: If the IDs do not have leading zeroes, refer to "Add Leading Zeroes to IDs in a Spreadsheet".

• Click the "Detail" icon in SLED in Colleague.



• Right-Click and choose Paste.



• Click Save.



• Click Save All.

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