

Creating a myTraining Learner Account

Welcome to UF Health Shands! Students are required to access the myTraining online application to complete required training modules prior to being provisioned an EPIC account. If you were previously employed by UF Health Shands or the University of Florida or you were a UF student, please disregard this guide and contact myTraining support directly at myTraining@health.ufl.edu for further information on how to access your account. Please include your full name, 8-digit UFID#, your best contact phone number and email address. A member of the myTraining support team will respond to you within 3 business days with further instructions.

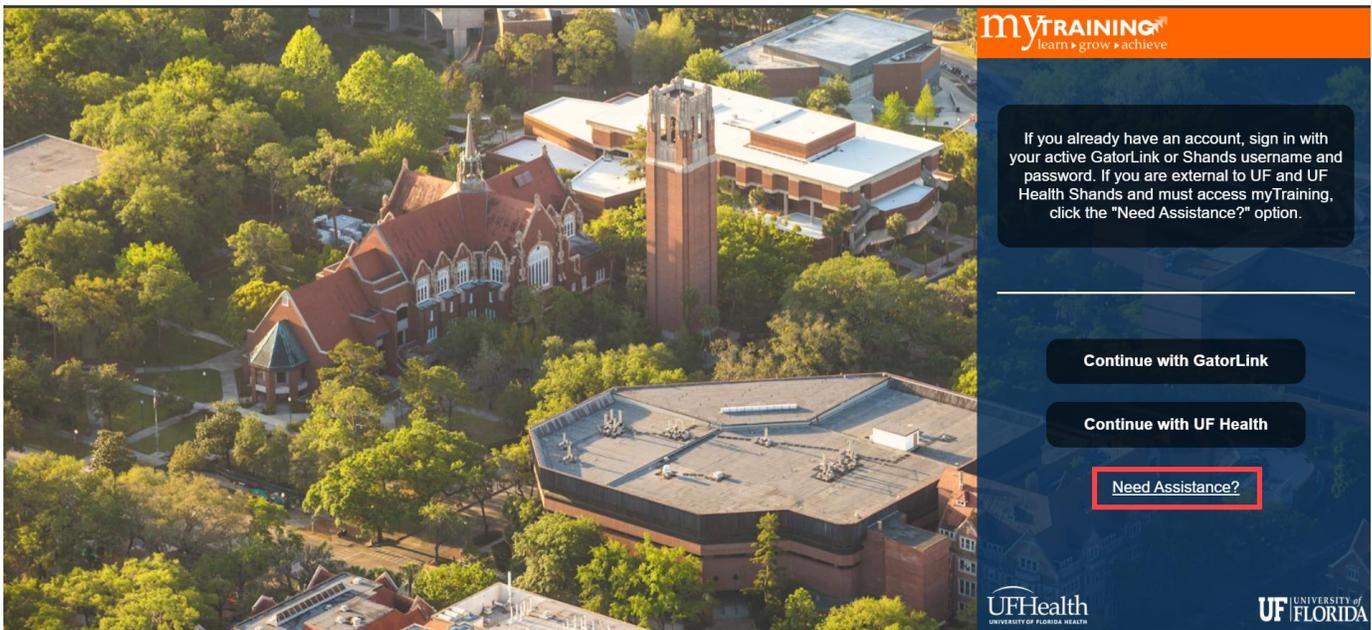
If you have never been associated with UF Health Shands or UF previously you will need to create GatorLink credentials so that you will be able to log into the myTraining application. Please follow the steps listed in this guide to create your GatorLink credentials.

What You Will Need

- Computer with Internet connection
- Personal email account

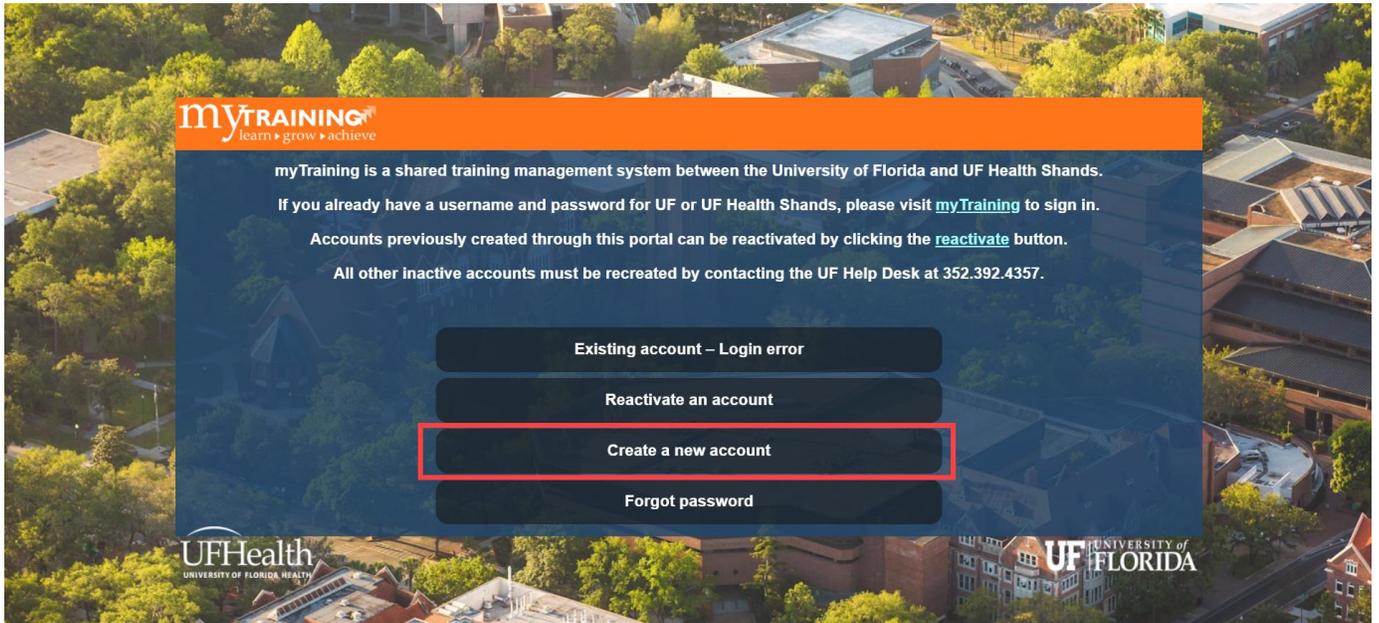
How to Create your myTraining Learner Account

Step 1: Navigate to the myTraining website at myTraining.ufhealth.org and click the **Need Assistance** link below the *Continue with GatorLink* and *Continue with UF Health* buttons.

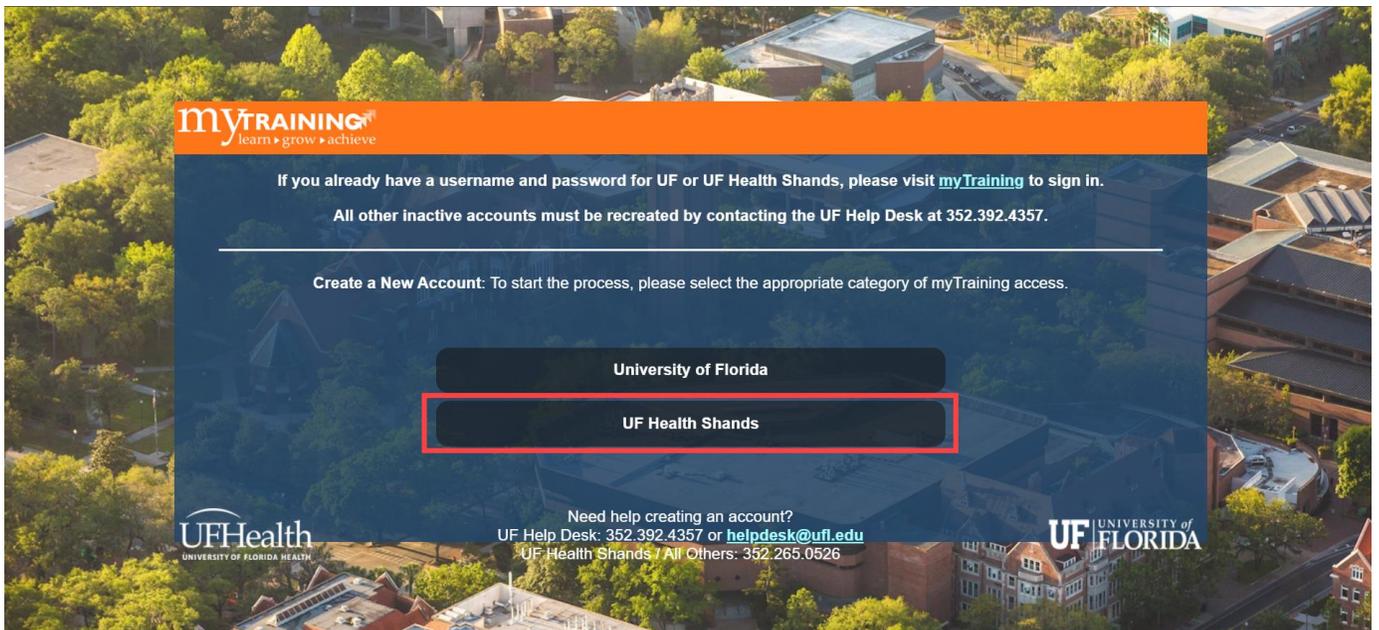


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Step 2: Select **Create a new account** button.

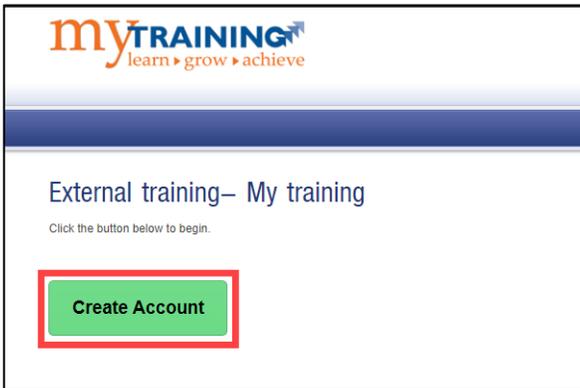


Step 3: Click the **UF Health Shands** button.



Step 4: Click **Create Account** button.

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myTRAINING
learn ▶ grow ▶ achieve

External training- My training

Click the button below to begin.

Create Account

Step 5: Select **No** to the question, “**Do you have a GatorLink account?**” *Note: If you previously created a GatorLink account using the Quick Registration process, but it is no longer active, you should select **Yes, but I can’t log in**. You will be prompted to enter you UFID#, GatorLink, or original registration email address to reactivate the account.*



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Do you have a GatorLink account?

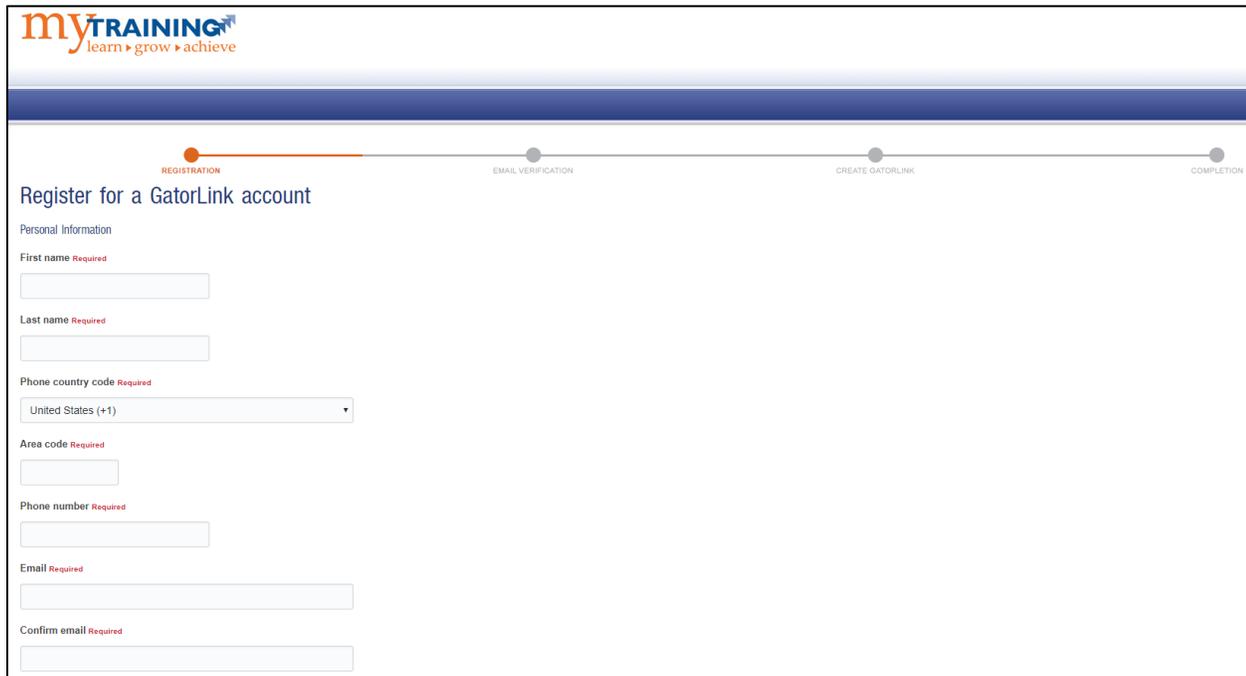
No

Yes

Yes, but I can't log in

If you can't remember your UFID (an 8 digit number) or your GatorLink ID, please contact the UF Help Desk for assistance.
Telephone: 352-392-4357
Email: helpdesk@ufl.edu

Step 6: Enter all required fields in the account creation form (identified as “Required”) and select the **Register** button. Be sure to include your UFID# if you already have one.



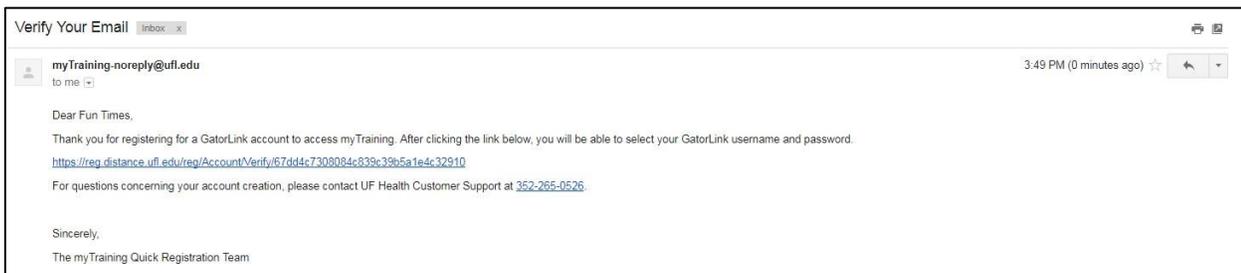
The screenshot shows the registration page for a myTraining GatorLink account. At the top left is the myTRAINING logo with the tagline 'learn > grow > achieve'. Below the logo is a progress bar with four stages: REGISTRATION (highlighted with an orange dot and line), EMAIL VERIFICATION, CREATE GATORLINK, and COMPLETION. The main heading is 'Register for a GatorLink account'. Underneath is the section 'Personal Information' with the following fields:

- First name** Required: Text input field.
- Last name** Required: Text input field.
- Phone country code** Required: Dropdown menu with 'United States (+1)' selected.
- Area code** Required: Text input field.
- Phone number** Required: Text input field.
- Email** Required: Text input field.
- Confirm email** Required: Text input field.

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Step 7: An email verification is sent to the email address entered in the form. If you did not receive it, please check your junk mail folder.



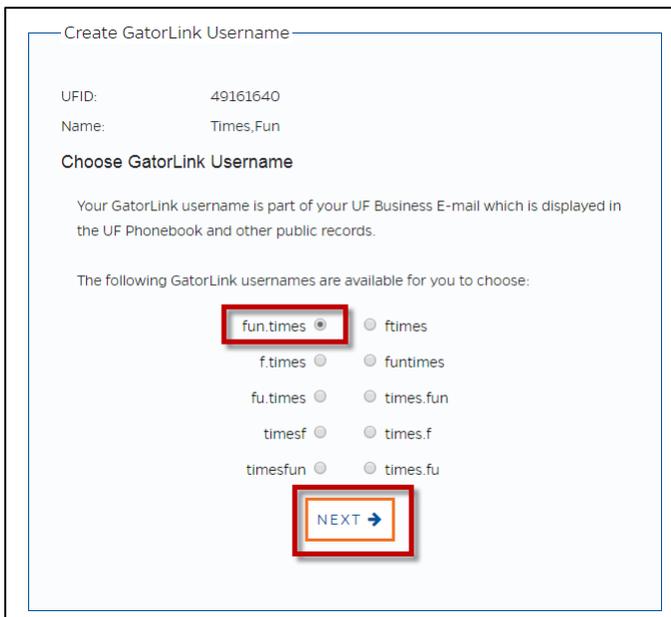
Step 8: As the verification email instructs, click on the provided hyperlink. If you receive any errors when you click on the hyperlinked URL, please contact the myTraining support team at myTraining@health.ufl.edu. The hyperlink will prompt you to create a GatorLink username and password.

- Click the **Create your GatorLink** button.



Step 9: Create a GatorLink Username.

- Select the radio button next to the **GatorLink Username** option that you prefer, then select the **Next** button.



Step 10: Verify Your New GatorLink Username.

- Select the radio button next to **Voice, Text, or Email** and click the **Next** button to have the **Verification Code** sent to your preferred contact method.

Contact Method

A verification code will be sent to you via your selected contact method. You must have phone and email contacts on file with the university, to protect your identity before setting your new password. Please select one of the contact methods below:

Please note that voice calls are only available for US and Canadian numbers at this time.

Work Phone: Ends with 8045	<input type="radio"/> Voice
	<input type="radio"/> Text
Business Email: funtimeswithsumtotal@gmail.com	<input checked="" type="radio"/> Email

You will be notified at the following email addresses regarding activities affecting your account.

Business Email: funtimeswithsumtotal@gmail.com

Personal Email:

NEXT →

Step 11: Enter Your Verification Code.

- Type in the **Verification Code** that you received and click the **Next** button.

Verification Code

Please enter the verification code you received either through text (SMS) or voice call.

Verification Code

←BACK **NEXT →**

Step 12: Read the Acceptable Use Policy.

- Scroll to the bottom of the page and click the **Accept & Continue** button.

ACCEPT & CONTINUE

Step 13: Create Your GatorLink Password.

- Follow the password creation guidelines and select the **Next** button.

Create Password

Your GatorLink password is valid for **365 days** or until you are prompted to change it. Contact the UF Computing Help Desk at 352-392-HELP (4357) or helpdesk@ufl.edu for assistance. Your GatorLink password must meet the following requirements.

1. It cannot be the same value as your GatorLink username.
2. It must NOT contain a word that is found in an English-language dictionary.
3. It must be at least 8 characters long (instead of a password, you may use an 18- to 48-character "pass phrase." If so, fewer restrictions apply).
4. If it is less than 18 characters long, it must contain at least one character from three of the following four elements:
 1. Numbers
 2. Lowercase letters
 3. Uppercase letters
 4. Punctuation or special characters.

New Password

Password is required.

Confirm New Password

NEXT →

Step 14: Log into myTraining with Your New GatorLink Username and Password.

- Select the box labeled **CLICK HERE TO COMPLETE YOUR ENROLLMENT**.

GatorLink Created

Congratulations!

Your new GatorLink ID and Password will be ready within 5 minutes. For assistance with your GatorLink account contact the UF Help Desk at 352-392-4357.

CLICK HERE TO COMPLETE YOUR ENROLLMENT

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Step 15: Confirm that your new UF GatorLink username and password work. Enter them in the following screen and select the **Log in** button:

Step 16: Registration is completed and you have been successfully enrolled in Quick Registration. You should receive two emails within 15 minutes. **Please wait until you have received BOTH emails before proceeding.**

- The confirmation email informs you that your GatorLink account has been created. Please note that the GatorLink username and password created during this process are **required** to log into the myTraining system, so **it is important to remember your new GatorLink username and password!**



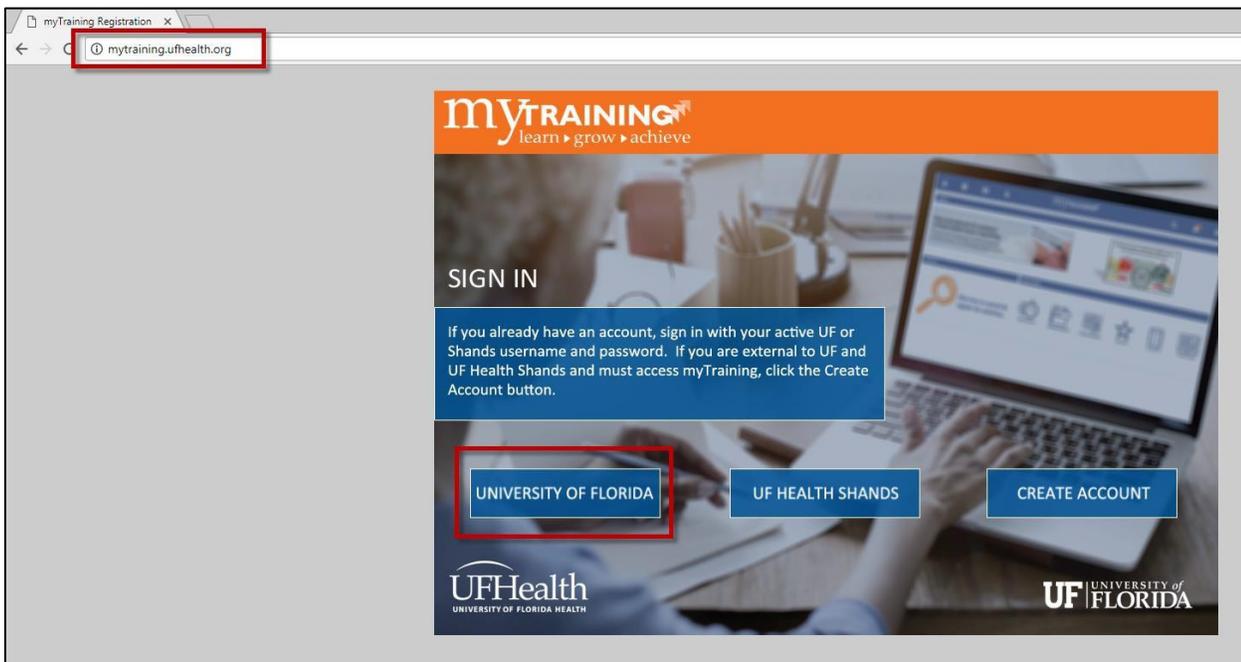
- **Attempting to log into myTraining prior to receiving this email may result in a login error message.** It is recommended that you wait until the **“myTraining Enrollment Successful”** email is received before attempting to access the myTraining system. Clicking on the hyperlink in the email will direct users to log into myTraining.

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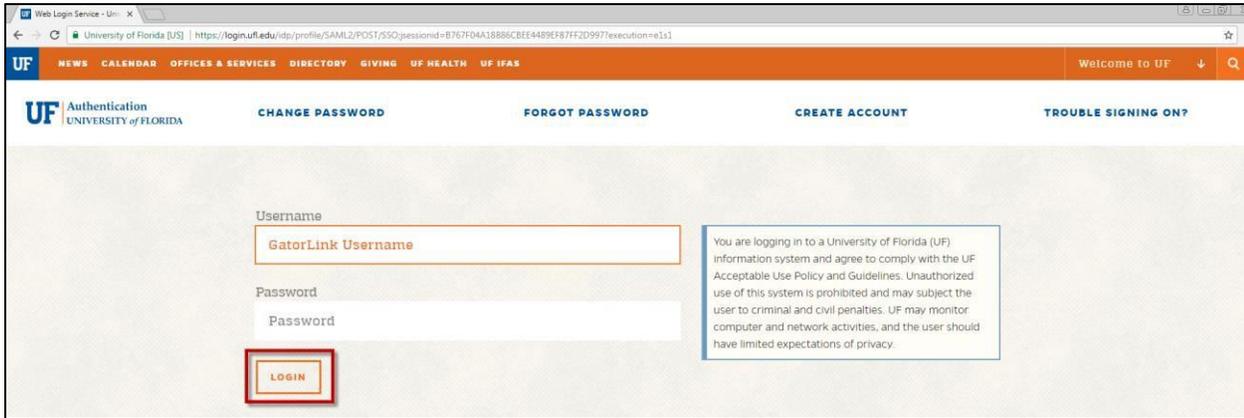
IMPORTANT: Users only need to go through this self-service account creation process **ONCE**.

Step 17: Log into myTraining with your new GatorLink username and password. Go to mytraining.ufhealth.org and select the **University of Florida** option.

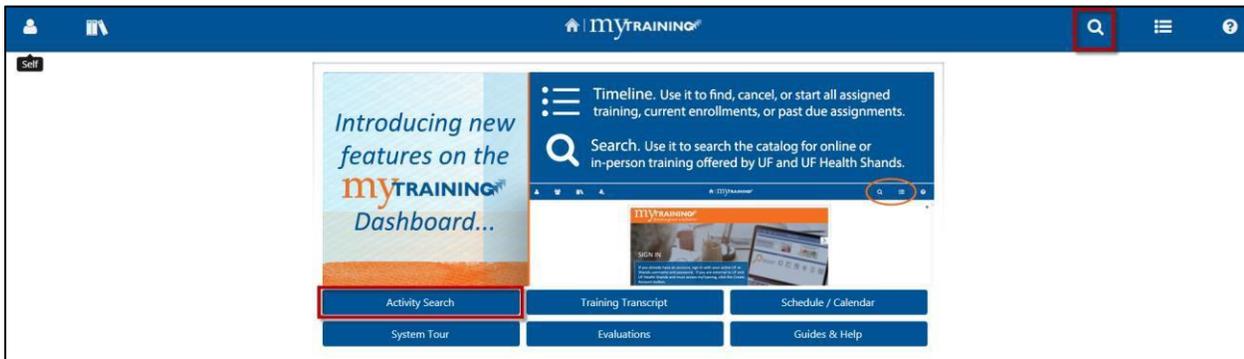


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Step 18: Select the **Log in** button after entering the previously created GatorLink username and password.



Step 19: You are successfully logged into the myTraining application when you can see the myTraining Dashboard. Use the **Activity Search** button or the **Search icon** to locate the training that you have been required to complete.



For additional assistance with this process, please call the **UF Health Technical Support Center** at **352-265-0526** or email the myTraining support team directly at mytraining@health.ufl.edu.