

Creating a myTraining Account Guide

Ever had an account with myTraining or a GatorLink account?

If you are an **employee** or **student** of UF or UF Health Shands, you may already have an account. If this is the case, log in with your work or GatorLink credentials, selecting either UF or UF Health as appropriate.

If you have a GatorLink account from the past, select University of Florida when prompted and use those credentials to log in. If you are unable to log in and are getting an error or “**unable to provision account**” message, your account needs to be reactivated, see below:

If your account needs to be **reactivated**:

- If you created your account through the myTraining portal, click [here](#).
- All other accounts not created through myTraining call **352.392.4357**

If you are still having trouble, please contact the **UF Health Technical Support Center** at **352.265.0526** or myTraining@health.ufl.edu. Please provide your full name, **UFID#**, contact phone number, and email address. If you contact via email, you should receive a response within 3 business days.



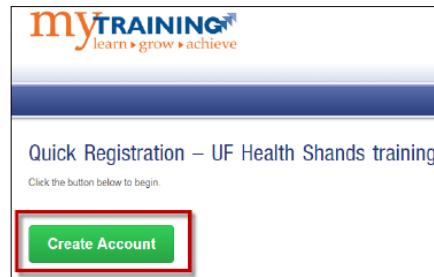
Never previously been part of UF or UF Health Shands? (This does not include patient portals)

If you have never been employed or been a student at UF or UF Health Shands, you will need to create a GatorLink account (including a UFID#) so that you can log into the myTraining learning platform. For assistance, please refer to the following information.

Getting started:

***Note:** Please have access to your email from the address you will provide to confirm your account. You will need to access confirmation emails to retrieve links throughout the process. Having your email available will make the process much quicker.

1. To create an account go to myTraining.ufhealth.org and select **CREATE ACCOUNT**.
2. On the Quick Registration Portal, click **UF HEALTH SHANDS**. Next click **Create Account**.



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3. Select the appropriate answer to '*Do you have a GatorLink account?*' – The answer will most likely be **no**. (If it is yes and you are unable to log in, select that option and continue to follow the prompts.)

The screenshot shows a registration form for 'myTRAINING'. At the top, there's a logo with the text 'myTRAINING learn grow achieve'. Below it, a question asks 'Do you have a GatorLink account?'. Three options are provided: 'No' (which is highlighted with a red box), 'Yes', and 'Yes, but I can't log in'. The background of the page is white with blue and grey accents.

4. Input the correct information into the fields marked as required. You **do not** need a UF ID, leave blank if you do not have one. **Note:** Please input your email address that you use for **all important communication**. You will need this to complete your registration.
5. Check your email to verify the email address entered. Click the link in the email as instructed to complete the verification and create your GatorLink username and password. **Note:** Check your spam folder if you did not receive this email.

The screenshot shows the 'EMAIL VERIFICATION' step of the registration process. It features a progress bar with three steps: 'REGISTRATION', 'EMAIL VERIFICATION' (which is highlighted with a red dot), and 'CREATE GATORLINK'. Below the bar, a message says 'We need to verify your email' and provides instructions: 'We have sent a verification email to funtimeswithsumtotal@gmail.com. If you didn't receive the email, please check your junk mail folder. After clicking the link in your email, you will be able to create your GatorLink username and password.' A link 'Click here to resend your verification email.' is also present.

6. Once email verification is complete, select **Create your GatorLink** to choose a username.

The screenshot shows the 'EMAIL VERIFIED' step. The progress bar now has 'EMAIL VERIFIED' highlighted with a red dot. A message says 'Email verified' and adds 'Your email account has been successfully validated! Now that you've registered, the next step is to create your GatorLink username and password by clicking on the "Create your GatorLink" button below.' Below this, a note says 'Note: This process will take you to another website at UFL.' A green button labeled 'Create your GatorLink' is shown, with a red box around it.

7. Verify the GatorLink user name by selecting one of the options listed – either **voice, text, or email**. You will only need to do this step once.

The screenshot shows the 'Contact Method' selection page. It includes a note about receiving a verification code via selected contact methods. A red box highlights the note: 'Please note that voice calls are only available for US and Canadian numbers at this time.' Below this, there are two sets of input fields: 'Work Phone' (number ends with 8045) and 'Business Email' (funtimeswithsumtotal@gmail.com). To the right of these fields are radio buttons for 'Voice', 'Text', and 'Email', with 'Email' being selected (highlighted with a red box). A note below says 'You will be notified at the following email addresses regarding activities affecting your account.' It lists 'Business Email: funtimeswithsumtotal@gmail.com' and 'Personal Email:'. At the bottom is a red-bordered 'NEXT >' button.

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8. Input your verification code from the method you just chose.

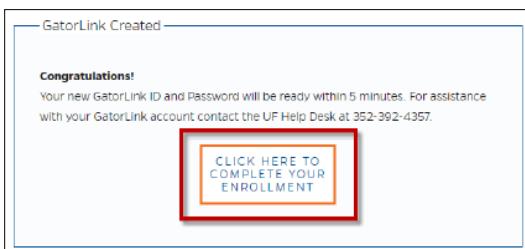


A screenshot of a web page titled "Verification Code". It contains a text input field with placeholder text "Please enter the verification code you received either through text (SMS) or voice call." Below the input field are two buttons: "Verification Code" (highlighted in yellow) and "NEXT →" (highlighted in red). There are also "BACK ←" and "NEXT →" buttons at the bottom.

9. Read through the Acceptable Use Policy and click to **Accept & Continue** to create your password.

Hang in there, just a few more important steps!

10. Select the box labeled **CLICK HERE TO COMPLETE YOUR ENROLLMENT** and log in with your new GatorLink credentials.



11. The registration is completed. However, you must wait for **TWO** confirmation emails before you can log in to **myTraining**. You will receive **Your GatorLink account has been created** and **myTraining Enrollment Successful** within 15 minutes. You must have **BOTH** emails before logging into the myTraining system.



12. When logging into **myTraining**, select **University of Florida** to log in with your newly created GatorLink credentials. You can follow the link above to go directly to the True Metrix module or use the search function on the website to search for **True Metrix 2020**.

Congratulations!

You have completed the registration process.

If you need additional assistance in creating an account, please contact the **UF Health Technical Support Center** at **352.265.0526** or myTraining@health.ufl.edu.