

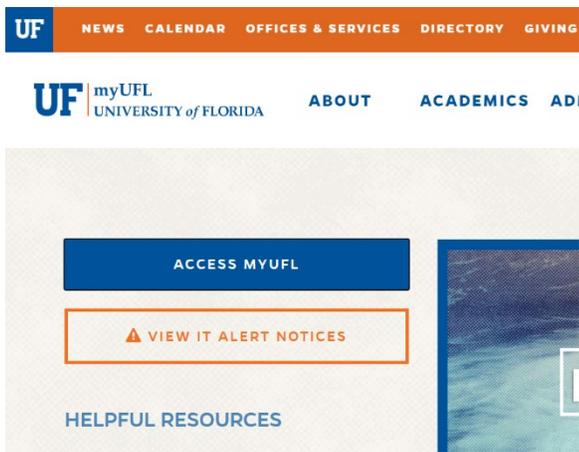
Citizen Scientist Program

Implementation Science Program
University of Florida Clinical and Translational Science Institute
www.ctsi.ufl.edu/about/ctsi-programs/implementation-science
352-294-5992

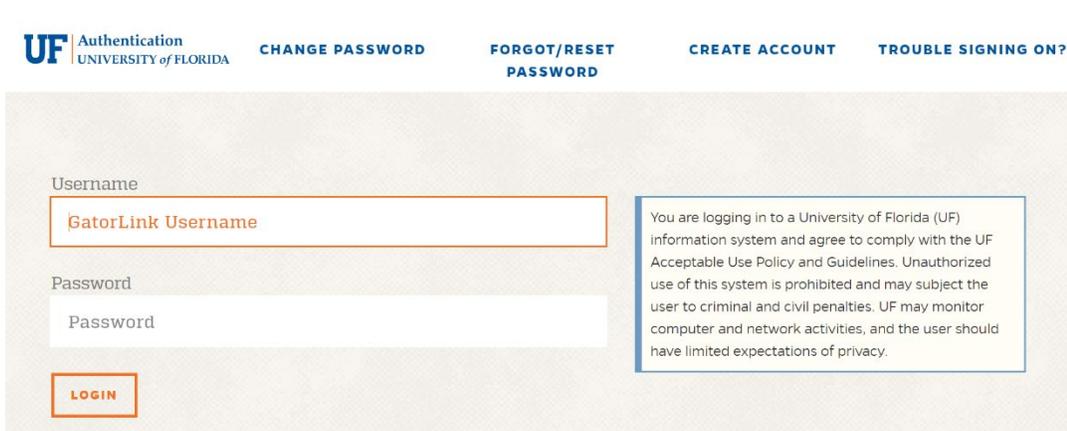
Accessing myUFL

To access myUFL, you will need your GatorLink user name and the password that you created when you set up your Gatorlink account.

1. Go to this webpage: <https://my.ufl.edu/ps/signon.html>. You will see the below image. Click Access MyUFL.



2. Sign in using your GatorLink user name. If you cannot remember your GatorLink password, click on the “forgot password” option, or see the “trouble signing on?” option in the upper right hand corner.



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3. You will be asked how you want to receive your two-factor authentication. If you do not yet have this set up, you need to do so! Select the applicable method to confirm (cell phone or desk phone). If you will be in the system a lot that day, you can check the box for “remember me for 10 hours”- this will help ensure you do not need to get a push notification each time you want to log in to secured pages (FISMA, Qualtrics, payroll, training, etc).

The screenshot shows the University of Florida authentication page. At the top, there are navigation links: **UF Authentication UNIVERSITY of FLORIDA**, **CHANGE PASSWORD**, **FORGOT/RESET PASSWORD**, **CREATE ACCOUNT**, and **TROUBLE SIGNING ON?**. The main content area features the **UF UNIVERSITY of FLORIDA** logo on the left with links for [What is this?](#), [Add a new device](#), [My Settings & Devices](#), and [Need help?](#). The central form is titled "Device:" and includes a dropdown menu with three options: "Android (XXX-XXX-...)", "Android (XXX-XXX-...)", and "Landline (XXX-XXX-...)". Below the dropdown, there are three authentication methods: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button. At the bottom of the form, there is a checkbox labeled "Remember me for 10 hours".

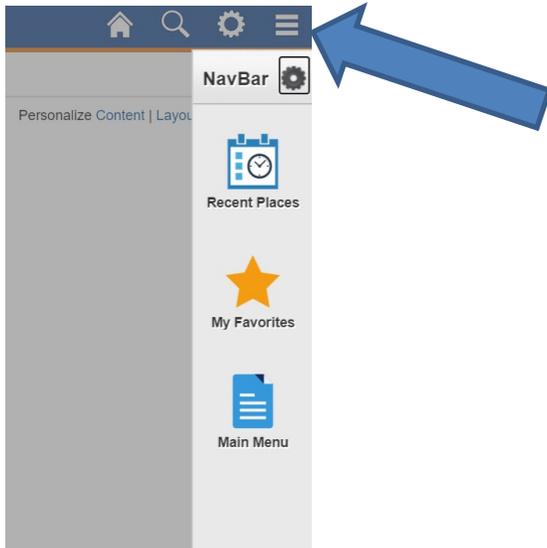
4. Upon successful sign-on to myUFL you will see this homepage:

The screenshot shows the myUFL homepage. At the top, there is a blue header with the **UF myUFL** logo and navigation icons for home, search, settings, and menu. Below the header, there are tabs for **Top Page**, **Staff Page**, and **Custom Page**. On the right side, there are links for [Personalize Content](#), [Layout](#), and [? Help](#). The main content area features three sections: **Pagelet Information** with a message stating "All pagelets referring to external content sources have been disabled. This decision was made due to several issues we have experienced with external sources that we are unable to control. Thank you for your understanding.", **New User Help** with the text "No articles currently available" and a link to [View All Articles and Sections](#), and **UF News** with a link to <http://news.ufl.edu/>.

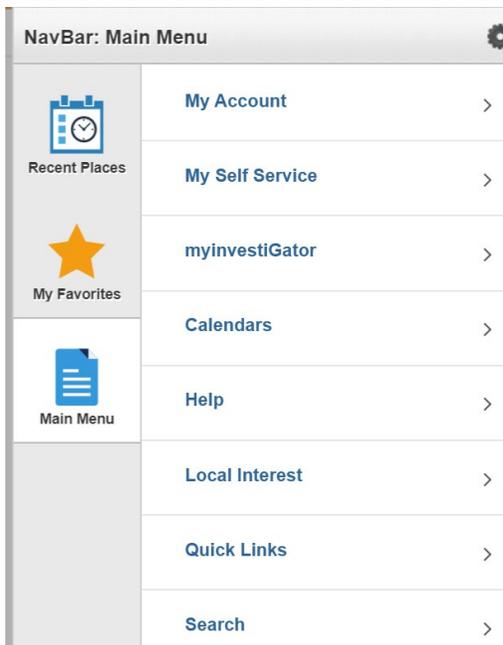
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Everything you will need in myUFL will be under the Main Menu option. To get there, click the little “hamburger” icon with the three lines to see the menu options. Click Main Menu.



You will see the options for Main Menu. The majority of what you will need is under My Self-Service.



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In My Self Service, you will see options for accessing your benefits (though some benefit selections are state benefits and must be done via PeopleFirst's website), compensation (if you ever need to remember your salary), personal information (emergency contact info, etc), time reporting, and training.



To access MyTraining, click the Training and Development option, and you will see the below items. Click myTraining to get to all the required (and non-required) training courses. You can search for course by ID or name.



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5. To log out of myUFL, click the gear in the upper right hand corner, just before the hamburger icon. This will give you an option to log out. In order to fully log out of this site, you need to close the browser (you'll get a reminder screen about this upon logging out).

