



RENEW UF REQUIRED TRAININGS

MY UFL ACCESS INSTRUCTIONS

1. Navigate to my.ufl.edu
2. Click the blue "ACCESS MYUFL" button
3. Login with your Gatorlink username and password
4. Access the white NavBar in the upper right side of the screen and click Main Menu
5. Go to NavBar > Main Menu > My Self Service > Training and Development > myTraining
6. Select "Training Transcript" and view the expiration dates for each of the following trainings:
 - a. **GET803** – Maintaining A Safe and Respectful Campus
 - b. **OOC101** – Compliance & Ethics: Doing Your Part for the Gator Good
 - c. **PRV802** – FERPA Basics
 - d. **ITT102** – Protecting UF: Information Security Training
7. Once you have determined which of these four trainings need to be renewed within the next month, follow the directions below to access and complete the appropriate training(s).

ONLINE TRAININGS

1. Use the magnifying glass in the right side of toolbar to key in the name of the respective training
 - a. **GET803** – Maintaining A Safe and Respectful Campus
 - b. **OOC101** – Compliance & Ethics: Doing Your Part for the Gator Good
 - c. **PRV802** – FERPA Basics
 - d. **ITT102** – Protecting UF: Information Security Training
2. Click "Select", then "Register" and finally "Start."
3. Upon completion of the course, select "Attempt History" and click on the certificate icon to download the training certificate. The certificate may also be downloaded by accessing your "Training Transcript" and selecting the certificate icon to the left of the training name. ITT102 does not provide a certificate, therefore select "Attempt History" and then click the magnifying glass icon to view the "Progress Detail" page which will serve in place of the certificate for this particular training.
4. Login to the RecSports Student Staff Canvas course.
5. On the homepage, select the program area you are employed with and then select "Renew Annual UF Training Modules".
6. Find the appropriate online training assignment and submit your documentation.
7. Once documentation is submitted, the appropriate time will be added to your time card.