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 Other button.
Creating a myTraining Learner Account

Step 2: Select UF Health Shands training.

Step 3: Click the Create Account button.
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Step 4: Select No.

Step 5: Enter all required fields in the account creation form (marked with a red “required”) and select the Register button.
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Step 6: 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 7: As the verification email instructs, click on the provided hyperlink. If you receive any errors when you click on the hyperlinked URL (shown in the example above), please contact the myTraining support team at myTraining@health.ufl.edu. The hyperlinked URL will prompt you to create a GatorLink username and password.

- Click the Create your GatorLink button.
Step 8: Create a GatorLink Username.

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

Step 9: Verify Your New GatorLink Username.

- Select the radio button next to **Voice** or **Text** and click the **Next** button to have the **Verification Code** sent to your preferred phone number.
Step 10: Enter Your Verification Code.

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

Step 11: Read the Acceptable Use Policy.

- Scroll to the bottom of the page and click the Accept & Continue button.
Step 12: Create Your GatorLink Password.

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

Step 13: Log into myTraining with Your New GatorLink Username and Password.

- Select the box labeled CLICK HERE TO COMPLETE YOUR ENROLLMENT.
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**Step 14:** Your Enrollment is Being Processed.

- You should receive an email within 15 minutes, which includes instructions for accessing the myTraining application.

**Step 15:** Please note that the GatorLink username and password created during this process are **required** to log into the myTraining system. **It is important to remember your new GatorLink username and password!**

Once the account creation process for myTraining is complete, you will receive another email notification that the myTraining account has been successfully created. **Note:** **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. In order to continually access the myTraining system, users will go to mytraining.ufhealth.org, select the University of Florida option, and log in with the previously created GatorLink username and password.

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.