myTraining Quick Reg Learner account Instruction Guide

Follow these steps to create a Learner account on the myTraining website.

(Look on the back of your Shands badge (if you have one) to see if there is a UFID# listed. If you have an 8-digit UFID#, please have it available during this registration process)

1. To create a Learner account on the myTraining website, please visit mytraining.ufhealth.org and select the Other button.
2. Select **UF Health Shands training.**
3. Click **Create Account** button.

4. Select **I’ve never been associated with UF and need a GatorLink account.**
5. Enter all required fields *(marked with a red asterisk).*
   If you have a Shands or UF email address, please enter that in the Email field. If you do not, please enter in a personal email address.
   *Enter in your UFID# in the UFID# field if you have one listed on the back of your badge.*
   Select Register Button.
6. Email verification is sent to the email address entered on the previous screen. This is a sample of the email that will be received:

```
myTraining.noreply@ufl.edu

to me 

Dear Alberta Alligator,
Thank you for registering for a GatorLink account to access myTraining. After clicking the link below, you will be able to select your GatorLink username and password.

https://reg.distance.ufl.edu/reg/Account/Verify/0A031BE955404C4BA27A11B5BA1FFC72

For questions concerning your account creation, please contact the UF Computing Help Desk at 352-392-HELP or helpdesk@ufl.edu.

Sincerely,
The myTraining Quick Registration Team
```

7. As the email instructs, click on the link provided in the verification email. This will prompt the user to create a GatorLink username and password.

Click **Create your GatorLink**.
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8. Create GatorLink Account:

![Create GatorLink Account](image)

9. Create your GatorLink Password:

![Create Your GatorLink Password](image)
10. Accept the **UF Acceptable Use of Computing Resource Policy**:

![Acceptable Use of Computing Resource Policy](image)

11. Set your **Password Hint** *(Can be any security question, this screen simply provides an example).*

![Set Your Password Hint](image)
12. Review and click **Next**:

**Review**

Please read carefully and proceed as instructed below:

Read and confirm the UFID, Name, your chosen GatorLink Username and Password Hint above. If you agree with the information displayed click the "Next" button to finish creating your GatorLink account else make any desired changes before proceeding.

9. 

13. Successful GatorLink Account Creation – click **Finish**.
14. Please note: The GatorLink username and password created during this process is required to log into the myTraining system. It is important to remember this username and password.

Once the account creation process for myTraining is complete, the user will receive another email notifying him/her that the myTraining account has been successfully created. **Attempting to log into myTraining prior to receiving this email may result in a log-in error message.** It is recommended that the user wait until the “myTraining Enrollment Successful” email is received before attempting to access the myTraining system. Clicking on the link within the email will direct the user to log into myTraining.

**IMPORTANT –** Users only need to go through this self-service account creation process ONCE. In order to continually access the myTraining system, users can go to mytraining.ufhealth.org, select the University of Florida option, and log in with the previously created GatorLink username and password.
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For additional assistance with this process, please contact the UF Health Technical Support Center at (352) 265-0526.
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