

Creating a Gatorlink Account/Completing HIPAA

Visiting Student Instructions

Step 1 – Create a Gatorlink account using the UF ID # that will be provided to you no more than 30 days from the start of your rotation at UF COM.

- A. Go to Gatorlink at the following URL: <https://my.ufl.edu/ps/signon.html>.
- B. Click on the “Access myUFL” link.
- C. Click on the “Create Account link.
- D. Enter the UF ID # that you were provided, last name, and DOB.
- E. Follow the instructions to set up a Gatorlink Username and Password.

Step 2 – Complete the HIPAA General Awareness Training module located on the my.ufl.edu website.

- A. Go to the my.ufl.edu website: <https://my.ufl.edu/ps/signon.html>.
- B. Click on the “Access myUFL” link.
- C. Log in using your new Gatorlink Username and Password.
- D. Click on “Main Menu”.
- E. Click on the “My Self Service” folder.
- F. Click on the “Training and Development” folder.
- G. Click on “Request Training Enrollment”.
- H. Select the “Search by Course Number” option.
- I. Enter PRV800 in the box and click “Search”. You should see the option to “View Available Sessions”
- J. Click on “View Available Sessions”.
- K. Click on the link in the “Session” box.
- L. Follow the instructions to complete the HIPAA General Awareness training.
- M. Print out a hard copy of your Certificate of Completion and email to (ritaforde@ufl.edu) or fax (352-273-7536).

IF Step 2 DOES NOT WORK –

Go to <http://mytraining.hr.ufl.edu> - click on University of Florida

Log in using Gatorlink Username/Password