Creating a myTraining Learner Account

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 Create Account button.
Step 2: Select UF Health Shands button.

**Welcome to the myTraining Quick Registration Portal**

myTraining is a shared training management system between the University of Florida and UF Health Shands. This “one stop” portal will enable learners to complete online trainings that are open to the public or available for purchase.

Quick Registration grants you a new or reactivated GatorLink account to access myTraining for external training participants such as volunteers, visiting physicians, students, or contract employees who are not employed by either UF or UF Health Shands.

If you already have a username and password for UF or UF Health Shands, please visit myTraining to sign in.

Accounts previously created through this portal can be reactivated by clicking here. All other inactive accounts must be recreated by contacting the UF Help Desk at 352.392.4357.

Create a New Account: To start the process, please select the appropriate category of myTraining access.
Step 3: Click the Create Account button.
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**Step 4:** Select No to the question, “Do you have a GatorLink account?” Note: If you previously created a GatorLink account using the Quick Registration process, but it is no longer active, you should select Yes, but I can’t log in. You will be prompted to enter you UFID#, GatorLink, or original registration email address to reactivate the account.

![Image of myTraining account creation page]

**Step 5:** Enter all required fields in the account creation form (identified as “Required”) and select the Register button. Be sure to include your UFID# if you already have one.

![Image of myTraining account creation form]
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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.

We need to verify your email

Verify Your Email

myTraining account verification email

Dear [Name],

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

[https://reg.alumni.ufl.edu/MyTrainingHelpdesk/](https://reg.alumni.ufl.edu/MyTrainingHelpdesk/)

For questions concerning your account creation, please contact UF Health Customer Support at 352.392.5026.

Sincerely,
The myTraining Quick Registration Team

**Step 7:** As the verification email instructs, click on the provided hyperlink. If you receive any errors when you click on the hyperlinked URL, please contact the myTraining support team at [myTraining@health.ufl.edu](mailto:myTraining@health.ufl.edu). The hyperlink 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, Text, or Email and click the Next button to have the Verification Code sent to your preferred contact method.
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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.
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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: Confirm that your new UF GatorLink username and password work. Enter them in the following screen and select the Log in button:

Step 15: Registration is completed and you have been successfully enrolled in Quick Registration. You should receive two emails within 15 minutes. **Please wait until you have received BOTH emails before proceeding.**

- The confirmation email informs you that your GatorLink account has been created. Please note that the GatorLink username and password created during this process are **required** to log into the myTraining system, so it is **important to remember your new GatorLink username and password!**

- **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.

**Step 16:** Log into myTraining with your new GatorLink username and password. Go to [mytraining.ufhealth.org](http://mytraining.ufhealth.org) and select the University of Florida option.
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**Step 17:** Select the **Log in** button after entering the previously created GatorLink username and password.

![Login Screen](image)

**Step 18:** You are successfully logged into the myTraining application when you can see the myTraining Dashboard. Use the **Activity Search** button or the **Search icon** to locate the training that you have been required to complete.

![Dashboard Screen](image)

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**.