

INSTRUCTIONS FOR CREATING A GATORLINK ACCOUNT



1. Connect to the Internet.
2. In the address bar, type the following website address: <http://www.gatorlink.ufl.edu/>.
3. Press the **Enter key**.
4. Once on the *GatorLink Home Page*, click on the “**Create a new account**” link.
5. You will now be on the *GatorLink Account Creation Page*. On this page, you will enter the employee’s **UFID#, Last Name, Birth Month, Birth Day and Birth Year**. (Please note: The birth year must be 4 digits, not 2. Example, 1970, not 70.)
6. Click on the **Continue button**.
7. In order to continue with the account creation, you **MUST** put a check mark in the box next to “*I have read and agree to the policies for use of GatorLink.*”
8. Click on the **Continue button**.
9. On this page, you will need to choose a **GatorLink Username**. The username for the GatorLink account will be the **first letter of the first name plus the last name, not to exceed 8 characters and all in lower case**. (For example, for Diane Stallings, the username will be dstallin. If we use her entire last name, it would exceed the 8-character rule.)
10. Click on the **Continue button**.
11. Once the username is created, you must **choose a password**. The password is entered in both fields on this page. The password **MUST be at least 8 characters long, not to exceed 15**. For the initial setup of the GatorLink account, the password will be the **first letter of the last name plus the UFID**. (For example, if Diane Stallings’ UFID is 1234-5678, the password for her GatorLink account will be s12345678.) **Please note:** Once the initial setup is complete, the password must be changed within 14 days.
12. Click on the **Continue button**.
13. The GatorLink account has been created! This is the last page of the setup. Click on the **Quit button** in the blue bar at the top of the page and **click on the “X”** to exit the Internet.
14. **Please note:** The system cycles at nighttime. You may begin using your GatorLink account the next day.
15. If you are unable to successfully generate a GatorLink account, please call Administrative Affairs at 904-244-8527.
16. If Administrative Affairs is unable to resolve the problem, you will need to call the UF Help Desk at 352-392-HELP (4357).