

Privacy Training Instructions

All newly hired UF Faculty, Residents, Fellows and PDAs must complete the appropriate online HIPAA training module WITHIN 10 calendar days of their start date.

To complete the training, you will need:

1. An internet connection
2. A UFID & a “Gatorlink” user name & password;
3. An “active” job assignment in MyUFL (you must have been formally hired within myUFL) – this may not occur until on or shortly after your hire date.

After you have met the above requirements, access the training course as follows:

1. Log on to <http://mytraining.hr.ufl.edu/>.
2. Select University of Florida
3. Log in to myTraining using your GatorLink account.
4. Once logged in, click on the **Search** icon at the top right.
5. In the search field, type in the code for the appropriate training module:
 - **UF_PRV801v_OLT** – if you are or will be involved in human-subject research in any way, complete the HIPAA & Privacy – Research module.
 - **UF_PRV800_OLT** - everyone else should complete the HIPAA & Privacy-General Awareness course.

It may take up to 24 hours for myTraining to reflect course completion.

Technical Assistance with myTraining:

UF Training & Organizational Development
(352) 392-4626
training@ufl.edu.

Direct HIPAA questions to:

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