

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE**  
**Office of Educational Affairs**

<b>Approval Date:</b> 07/01/05	<b>Subject:</b>  <b>myUFL and Gatorlink Account Setup</b>	<b>Page 1 of 2</b>
<b>Approved by:</b> Ann Harwood-Nuss, M.D.		<b>Revised Date:</b> 08/07/09
<b>Effective Date:</b> 07/01/05		<b>Reviewed Date:</b> 04/30/07

**Purpose:**

The University of Florida utilizes an integrated web-based computer system for much of its human resource, payroll and reimbursement processes, including delivery of pay slips/statements. The **myUFL Portal** serves as the entry point for the web-based system. An individual **Gatorlink Username and Password** are used to log in to **myUFL Portal**. To facilitate this process all new UFCOMJ Residents/Fellows are required to immediately:

1. Locate your UFID.
2. Create a Gatorlink Account using your UFID.
3. Log on to myUFL with your Gatorlink Username and Password.
4. Establish a password hint for resetting forgotten or expired Gatorlink password
5. Enter your mailing address in the UF Directory through myUFL
6. Set email forwarding to that of your *jax.ufl.edu* address through myUFL

**Procedure:**

1. The 8 digit **UFID** is an identifier used in place of social security numbers for all UF faculty, staff, students and residents. Your **UFID** has been assigned to you and can be found either:
  - on the Resident Information Card issued to you
  - through your Program Assistant
  - directly at <http://www.it.ufl.edu/ufid/wmufid.html>
2. You will need to supply your 8-digit **UFID** number to create a **Gatorlink Account**. Go to the **myUFL** Portal signon page at <https://my.ufl.edu/ps/signon.html>. Now click the "Gatorlink Account Creation" link.

The chosen **Gatorlink Username** must be eight characters or fewer, begin with a letter, and consist of only letters and numbers (no symbols). You will also need to specify a password. Your **Gatorlink password** is a security measure used to ensure that only you can access your records and UF job-related data. Your **Gatorlink password** must be at least eight characters long and contain a combination of uppercase letters, lowercase letters, numbers, and punctuation (three of those four elements). Record your Gatorlink Username and Password and store it in a secure place.

3. With your established **Gatorlink username and password**, login to **myUFL** Portal at <https://my.ufl.edu/ps/signon.html>.
4. The '**Store My Password Hint**' located in the **myUFL** Portal menu under 'My Account' allows users to store a password hint. This hint is used in resetting your **Gatorlink password** by clicking on 'Forgot Your Password' available from the **myUFL** sign on page. *Without this password hint, expired or forgotten passwords can only be resolved by calling the Gainesville Gatorlink Help Desk at 722-HELP (4357).* For security reasons, your Gatorlink password will expire every 12 months. As long as you remember your expired password, you can change it through the **myUFL** Portal before or after it expires if a password hint has been stored.

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<b>Approved by:</b> Ann Harwood-Nuss, M.D.		<b>Revised Date:</b> 04/30/07
<b>Effective Date:</b> 07/01/05		<b>Reviewed Date:</b> 04/30/07

5. The **UF Directory** is used to generate mailings for W-2s, benefits information, and other important campus-wide updates. All Residents and Fellows are required to enter and maintain current address and contact information in the **UF Directory** through **myUFL**:
- Go to **myUFL** Portal <https://my.ufl.edu>
  - Log in using your **Gatorlink username and password**
  - Click the "My Account" link in the "myUFL Menu" (located in the upper left portion of the screen)
  - Click on "Update My Directory Profile"
  - Click on the orange link, "Addresses and Phone Numbers," then choose the address to be edited and submit changes.
  - Submit updates as needed for **local home mailing address** and **permanent home mailing address**. **Both address fields** should contain the local mailing address, **EXCEPT** in the case of foreign nationals. Foreign nationals are required to maintain a foreign address for tax purposes and therefore should input their foreign address in the Permanent Home Mailing Address field.
6. Your University of Florida **Gatorlink account** also provides you with a separate email address. Communications regarding your Gatorlink account are sent to this email address. In order to eliminate the maintenance of more than one email account, forwarding to your Jacksonville Outlook account will need to be set for new Gatorlink accounts. All Residents are required to set Gatorlink email forwarding to your UFCOMJ Outlook account by following the below instructions.
- Go to **myUFL** portal <https://my.ufl.edu>
  - Log in using your **Gatorlink username and password**
  - Click the "My Account" link in the "myUFL Menu" (located in the upper left portion of the screen).
  - Click the "Set Gatorlink Email Forwarding" in the sub menu
  - Follow the online instructions

Do not set forwarding to any address other than your Jacksonville Outlook account as UF HIPAA standards prohibit forwarding of e-mails containing protected health information to personal or commercial accounts such as AOL.

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**Pay slips/statements** are only presented through **myUFL**; no printed copy will be mailed or otherwise distributed. Direct deposit is expected of all Residents and Fellows. To view and/or print pay slips:

- Go to **myUFL** portal <https://my.ufl.edu>
- Log in using your **Gatorlink username and password**
- Click the "My Self Service" link in the "myUFL Menu" (located in the upper left portion of the screen)
- Click on "Payroll and Compensation"
- Select "View Paycheck".
- If you need a printed copy: Click "Printer Friendly Version" link and select print in your browser.