UF | UNIVERSITY of FLORIDA

UF Privacy Office

580 West Eighth Street
Tower 1, 10th Floor
Jacksonville, FL 32209
904-244-6229
Fax: 904- 244-3190

Obtaining a UF Identification Number:

A UFID is required to access the myTraining system. Carefully follow the instructions below:

1) Click on this link: http://mytraining.hr.ufl.edu/.

2) Select Create Account.

3) Select University of Florida.

4) Click on the green Create Account button, then select No.

5) Complete the fields in the online form, leaving UFID blank.

6) You will receive an email containing your UFID and a link to create a GatorLink account.

7) Click on the link above, and then enter myTraining using the appropriate credentials.

8) Select Activity Search.

9) Enter the appropriate course code in the box:
   - HIPAA General Awareness Course is PRV800 <u>OR</u>
   - HIPAA for Researchers is PRV801

10) Upon completion of the course, print a copy of the Certificate of Completion that is available in "My Transcripts".

11) Print a copy of the Confidentiality Statement.

Give a copy of the documents above to your sponsoring department.