

This instruction guide provides instructions on how to register for GET803: Maintaining a Safe and Respectful Campus in the myTraining system.

NOTE: myTraining requires enabling all pop-up windows.

Navigate to the GET803 Course

If you have received an email notification with a link to the course, you will not need to complete the navigation steps below. Click on the link provided and continue to **Register for the GET803 Course** below.

1. Log in to myTraining.
2. Click the **Search** icon.
3. Type **GET803** or **Maintaining** in the Search box and then press **ENTER**.
4. Click the **Maintaining a Safe and Respectful Campus** hyperlink under Activity.

Register and Start the GET803 Course

1. Click **Register**.

The screenshot shows the 'ACTIVITY SUMMARY' page for the course 'MAINTAINING A SAFE AND RESPECTFUL CAMPUS (VERSIONAL)'. On the left, there is a course card with a pencil icon, the title, 'Versional', and the instructor 'Steven W Slater'. The main area is titled 'ACTIVITY SUMMARY' and contains a 'REGISTER' button (highlighted with a red box), 'EXPAND ALL', 'COLLAPSE ALL', and 'CLOSE' buttons. Below these is an 'Additional Information' section with details: 'Code: UF_GET803v_OLT', 'Activity status: Active', and 'Contact: UF Training & Organizational Development (352) 392-4626'.

2. Click **Start**.

The screenshot shows the course page for 'MAINTAINING A SAFE AND RESPECTFUL CAMPUS (VERSIONAL)'. The page includes a 'Self' profile, 'Versional' status, and a 'REGISTERED' badge. A progress bar shows '100%' completion. Below the course title, there is a description: 'Every employee of the university (Faculty; TEAMS/USPS) is expected to complete this training. This course is required within your first 30 days of employment. You are then expected to retake this' with a 'View More' link. At the bottom, there is a list of activities, with the first one '1. Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention (1.0)' highlighted. The 'START' button for this activity is highlighted with a red box.

For assistance with technical issues, contact the UF Computing Help Desk at 392-HELP or helpdesk@ufl.edu.

For additional help, please contact UF Training and Organizational Development at (352) 392-4626.