

Registering for GET803 in myTraining

This instruction guide provides instructions on how to register for *GET803: Maintaining a Safe and Respectful Campus* in the myTraining system. This training replaced *GET802: Preventing Harassment*.

NOTE: myTraining requires enabling all pop-up windows.

Navigate to the GET803 Course

If you 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)'. The course is listed as 'Versional' and is assigned to 'Steven W Slater'. The 'REGISTER' button is highlighted with a red box. Other buttons include 'EXPAND ALL', 'COLLAPSE ALL', and 'CLOSE'. Below the buttons, there is a section for 'Additional Information' 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 course is marked as 'REGISTERED' and shows a progress bar at 100%. The 'START' button is highlighted with a red box. The course description states: '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'. The course is listed as an 'Online Course' and is titled 'Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention (1.0)'.

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

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