

## Learner Access

UF learner access to myTraining is automatically provisioned based on an individual's directory affiliation, or relationship, with the University of Florida. In order to automatically receive learner access to myTraining, individuals must have one of the following directory affiliations:

- Faculty
- Consultant-Faculty
- TEAMS Employee
- USPS Employee
- Consultant-Staff
- Courtesy Faculty
- Emeritus
- Board of Trustee
- UF Executive
- Clinical Faculty
- OPS Employee
- Direct Support Organization Employee
- Athletic Association Employee
- Foundation Employee
- Recent Employee
- Student
- UF Online Student
- Non Reg Student
- UF Online Non Reg Student
- DCE Student
- Innovation Academy Student
- Departmental Associate
- Continuing Education Student
- Vendor
- Self-Service User

As a learner, if you are unsure of your directory affiliation, please contact your department or [UF Identity Management Coordinator](#). Please note, for UF users, GatorLink credentials are also required in order to log into myTraining.

## Reporting Access

For users who need access to departmental training information, this can be obtained by contacting the [Departmental Security Administrator](#) (DSA) and requesting one of the following roles:

- UF\_N\_EL\_REPORTER (Allows access to reporting functionality)
- UF\_N\_EL\_PROXY (Allows access to reporting functionality and provides the ability to enroll departmental users in training)

When requesting one of these roles, the DSA must also enter "UF" for the Authority Area. **Please note:** A user can have only **one** security role per domain in myTraining. For a complete description of these myTraining security roles, please visit the [Training & Development Roles](#) section of the [Identity & Access Management](#) website.

In addition to requesting one of the roles listed above, the DSA must ensure the user's HRMS Department Security is up-to-date. The HRMS Department Security setup will authorize which departments the user can view when generating reports from myTraining. For more information on HRMS Department Security, DSAs may visit the [myUFL Security Roles Toolkit](#).

## Instructor Access

Instructor access within myTraining is available to users who are instructors and/or subject matter experts for both classroom and online training.

Instructor access can be obtained by contacting the [Departmental Security Administrator](#) (DSA) and requesting the UF\_N\_EL\_INSTRUCTOR\_STANDARD security role. When requesting this role, the DSA must also enter "UF" for the Authority Area. **Please note:** A user can have only **one** security role per domain in myTraining. For a complete description of this myTraining security role, please visit the [Training & Development Roles](#) section of the [Identity & Access Management](#) website.

Once the UF\_N\_EL\_INSTRUCTOR\_STANDARD role has been approved, the user must then contact UF Training & Organizational Development and identify which training(s) he or she is responsible for and/or qualified to teach.

Upon completion of this process, instructors will be able to view their own training information, and roster information for activities they are responsible for and/or qualified to teach. Roster information provides registration and attendance details for these activities. Instructors can also run reports which will provide training information for individuals affiliated with their department.

### Additional Help

For help with technical issues, contact the UF Computing Help Desk at (352) 392-HELP (4357) or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

For all other questions, contact UF Training and Organizational Development at (352) 392-4626 or [training@ufl.edu](mailto:training@ufl.edu).