

myTraining Login Instruction Guide

Overview

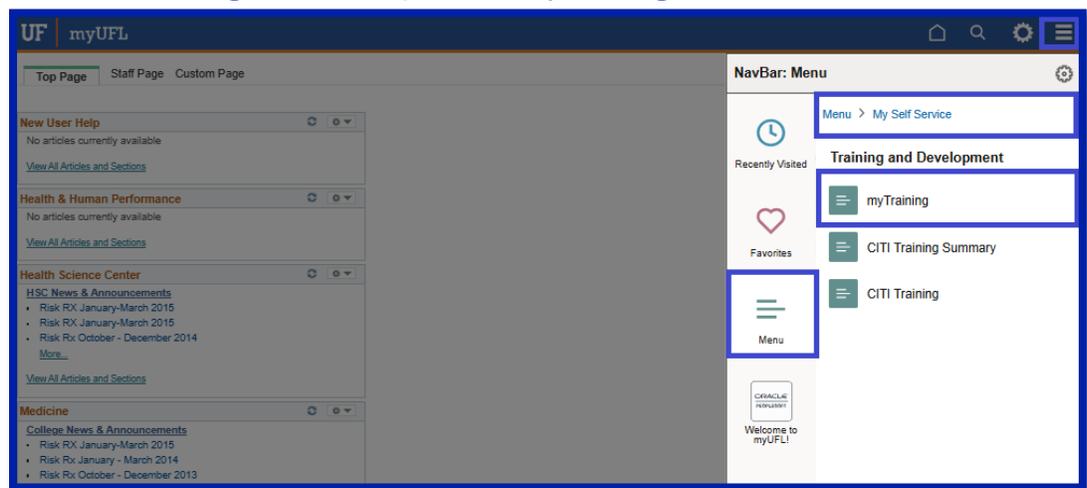
This guide is to be used as a resource for successfully logging into the myTraining system to complete University of Florida enterprise-wide online trainings (OLTs) and to register for instructor-led trainings (ILTs). Login is dependent on the type of user account you possess. This guide covers the four login procedures for the three kinds of myTraining user accounts:

1. [UF Users with active GatorLink accounts](#)
2. [External users with no UF account](#)
3. [UF Users that can't log in to GatorLink accounts](#)
4. [UF Health Shands employees with active accounts](#)

Navigation to myTraining LMS (Learning Management System)

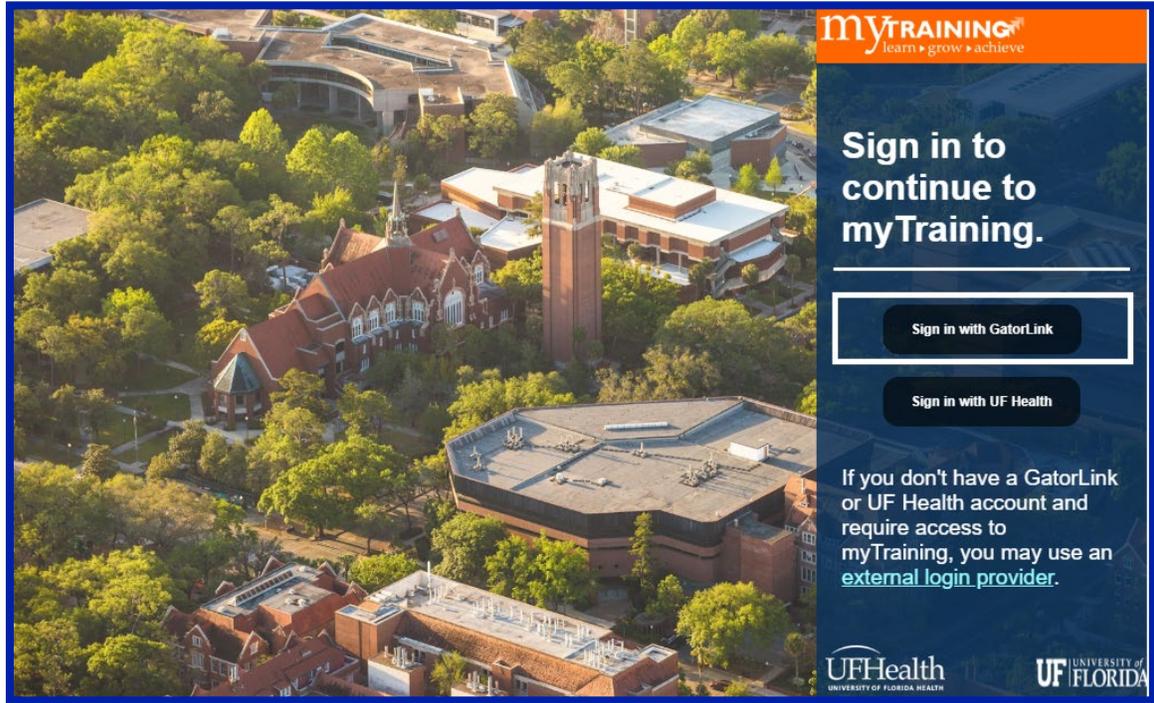
There are two methods for accessing UF's myTraining LMS.

1. Directly on web browser: Go to mytraining.hr.ufl.edu
OR
2. Through myUFL (for active Gatorlink users only):
 - Go to my.ufl.edu
 - Login with your GatorLink Username and Password
 - From the **Menu hamburger** in the top right of the screen, navigate to **My Self Service > Training and Development > myTraining**



UF Users with an Active Gatorlink Account

1. Go to mytraining.hr.ufl.edu
2. Click the **Sign-in with GatorLink** button.



3. Input your GatorLink Username and Password and click **Login**.

The image shows a screenshot of the University of Florida Authentication login page. At the top left is the 'UF Authentication UNIVERSITY OF FLORIDA' logo. To the right are links for 'CHANGE PASSWORD', 'FORGOT/RESET PASSWORD', 'CREATE ACCOUNT', and 'TROUBLE SIGNING ON?'. The main form area has a 'Username' field containing 'albert' and a 'Password' field with masked characters. A 'LOGIN' button is highlighted with a blue border. On the right side of the form, there is a text box containing a disclaimer: 'You are logging in to a University of Florida (UF) information system and agree to comply with the UF Acceptable Use Policy and Guidelines. Unauthorized use of this system is prohibited and may subject the user to criminal and civil penalties. UF may monitor computer and network activities, and the user should have limited expectations of privacy.'

External Users Without Active UF Accounts

If you do not meet the criteria as a University of Florida or UF Health user but need access to myTraining as a volunteer or as a learner from an external organization without a formal affiliation with UF, you may still access myTraining through an external Single Sign-On (SSO) provider.

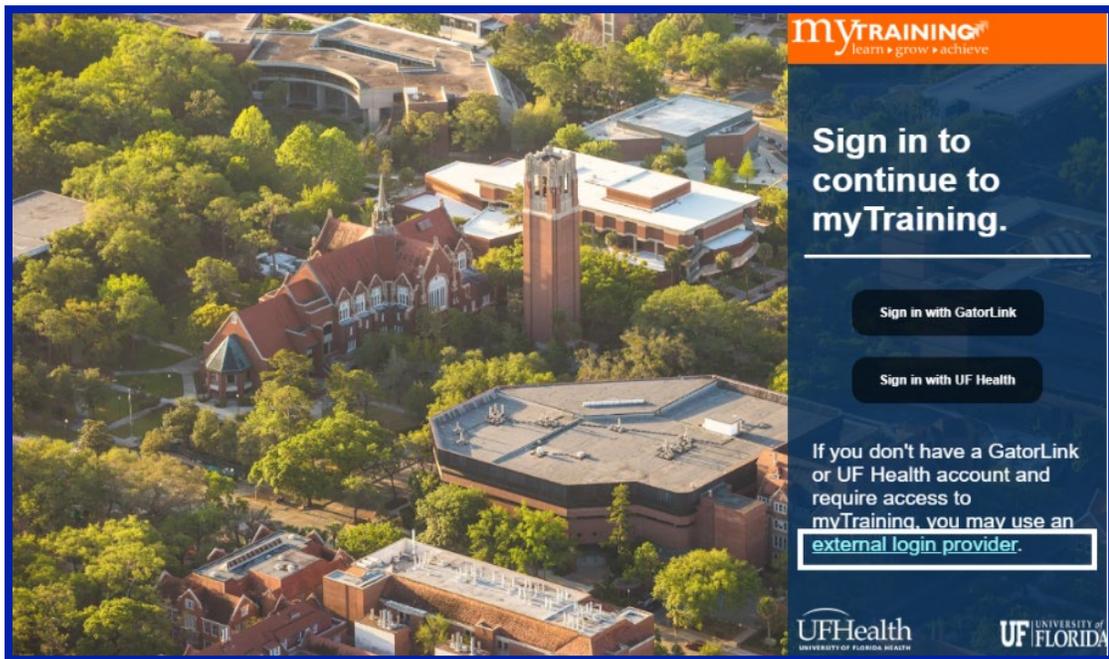
The University of Florida supports the following external SSO authentication providers:

- [Google Gmail Authentication Method](#)
- [LinkedIn Authentication Method](#)

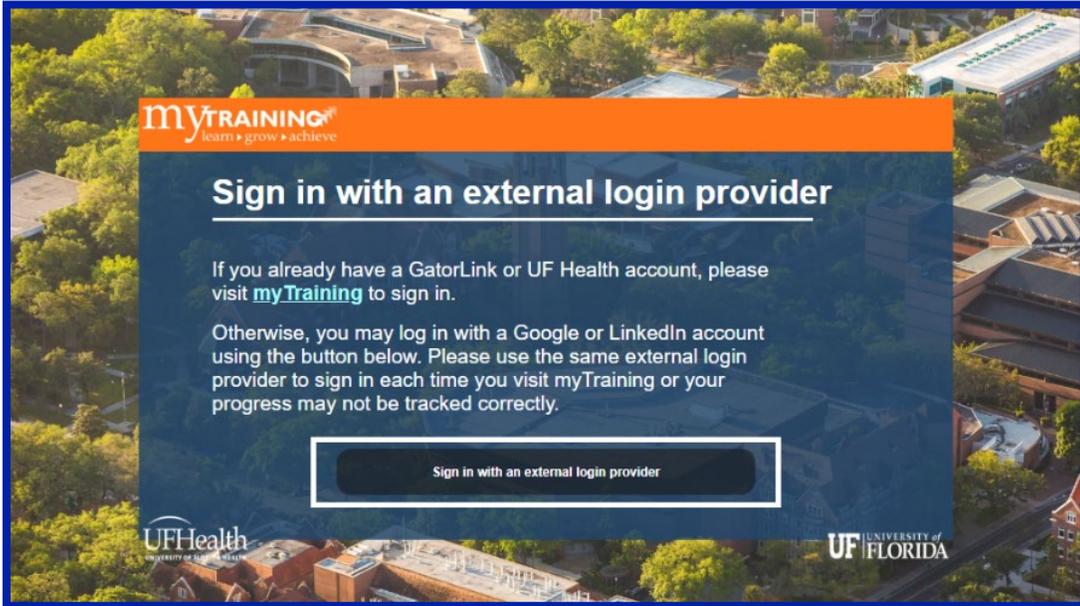
Note: Once you have selected an authentication method, you must continue to use the same method moving forward.

Gmail Account Setup Navigation (Gmail Account creation)

1. Go to mytraining.hr.ufl.edu
2. Click [external login provider](#) link.



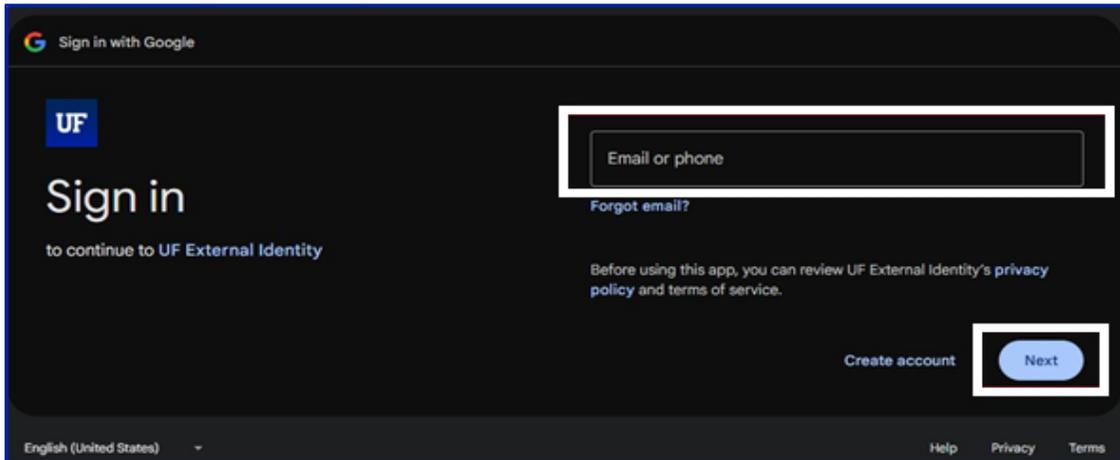
3. Click the **Sign in with an external login provider** button.



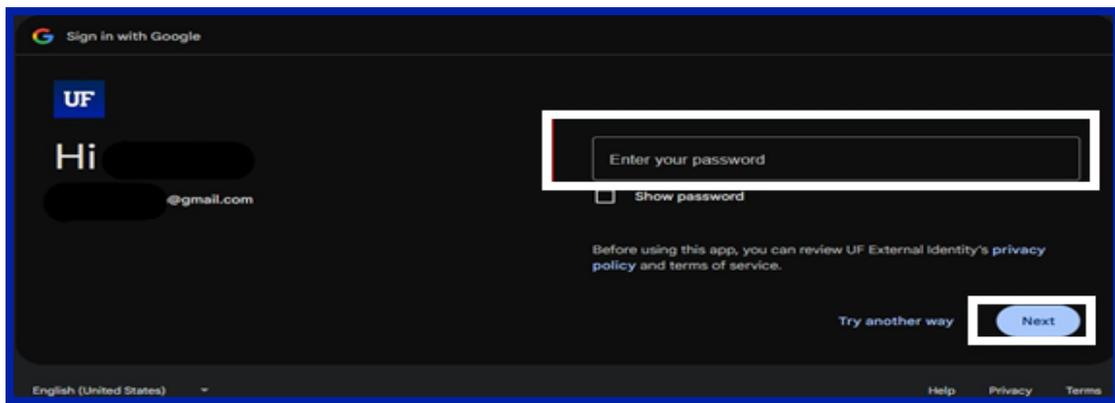
4. Select **Sign in with Google**.



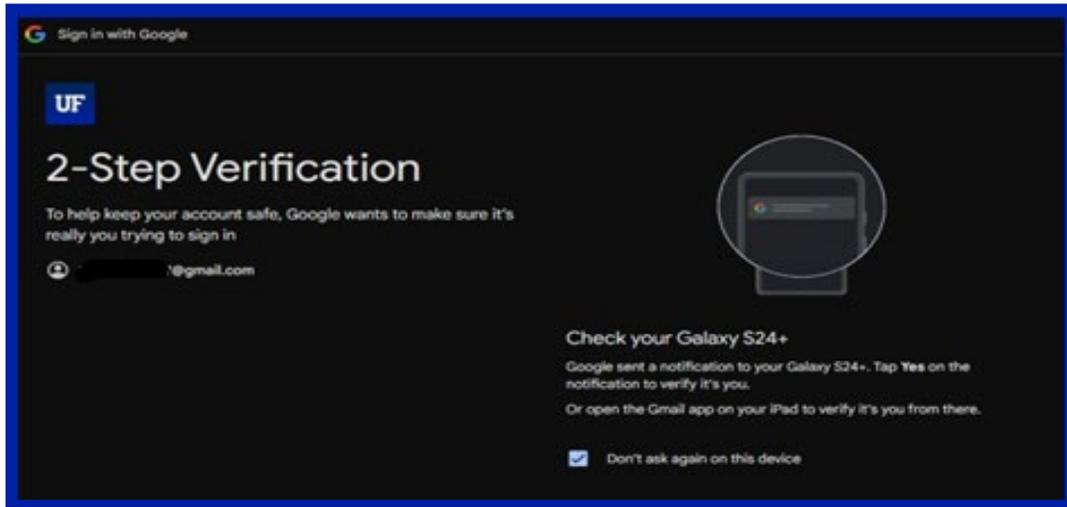
5. Input your Google email or phone number and click **Next**.



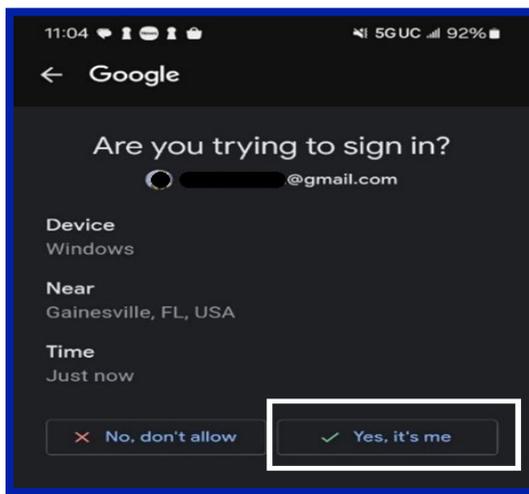
6. On the next page, input your Google account password and click **Next**.



7. You will then receive a notification on the screen, directing you to **check** your mobile device.



8. You will then receive a pop on your mobile phone asking to verify the **login** with Google.
9. Click the **Yes, it's me** to verify with Google.



Note: On your first login with an external authentication provider, you will need to supply the information on this screen to either associate to an existing account or to have a new one created.

10. **Input** the required information
 - a. First Name
 - b. Last Name
 - c. Date of Birth (MM/DD/YYYY)
 - d. Email Address
 - i. Input an email that you might have used with UF before and to which you still have access.

- e. Personal Phone Number
 - i. First select your phone's country code from drop down menu.
 - ii. Then input the rest of the number, not including prefixes, spaces, or dashes.

11. Click the **submit button** in the bottom right corner of the screen.

The screenshot shows a web form titled "SEARCH FOR AN EXISTING ACCOUNT." with the University of Florida logo at the top. Below the title is a sub-header: "BEFORE YOU MOVE ON, PLEASE ENTER YOUR INFORMATION BELOW TO SEE IF YOU'RE ALREADY IN UF'S SYSTEM". The form contains several input fields: "First Name *" (Albert), "Last Name *" (Gator), "Date of Birth (MM/DD/YYYY) *" (01/06/1853), and "Email Address (one that you might have used with UF before and to which you still have access) *" (Albert@gmail.com or Albert@ufl.edu). There are two sections for "Personal Phone Number". The first section, "North America and Caribbean", is selected with a radio button. It includes a "Country Code *" dropdown menu set to "North America and Caribbean (1)" and a "Phone Number *" text box containing "5555555555". The second section, "International Number", is unselected and includes a "Country Code *" dropdown menu set to "Afghanistan (93)" and an empty "Phone Number *" text box. A legend at the bottom right states "* indicates required fields." and a "Submit" button is highlighted with a red border. The University of Florida logo is visible at the bottom center of the page.

12. Check the email account that you provided for the six-digit verification code email **noreply@ufl.edu**.

13. Input the **verification code** into the red outlined box.

UF UNIVERSITY of FLORIDA

SEARCH FOR AN EXISTING ACCOUNT.

BEFORE YOU MOVE ON, PLEASE ENTER YOUR INFORMATION BELOW TO SEE IF YOU'RE ALREADY IN UF'S SYSTEM

First Name *

Last Name *

Date of Birth (MM/DD/YYYY) *

An email has been sent to a@gmail.com containing a verification code.

Email Verification Code

Please enter the verification code in the field above.

Please enter the verification code in the field above.

14. After inputting the code, click the **Submit** button in the lower right corner of the screen.

SEARCH FOR AN EXISTING ACCOUNT.

BEFORE YOU MOVE ON, PLEASE ENTER YOUR INFORMATION BELOW TO SEE IF YOU'RE ALREADY IN UF'S SYSTEM

First Name *

Last Name *

Date of Birth (MM/DD/YYYY) *

Email Address (note that you might have used with UF before and to which you still have access) *

Email Verification Code Verified

Please enter the verification code in the field above.

Personal Phone Number (Only enter phone number digits starting after your country code. Do not include dialing prefixes (e.g. 00) or area codes in dashes) *

International Number

Country Code *

Phone Number *

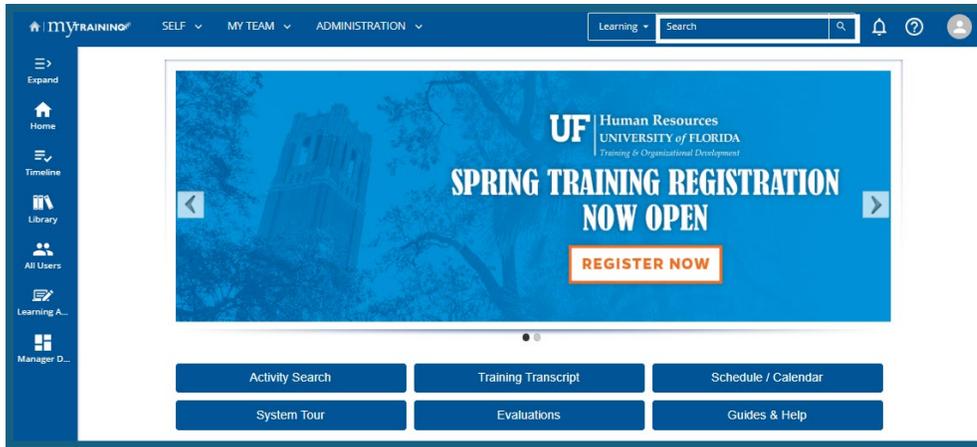
Country Code *

Phone Number *

* Indicates required fields

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UF Help Desk: (352) 392-4357

15. You will be logged into the myTraining system, where you can **search** for courses in the search bar at the **top right** of the screen.

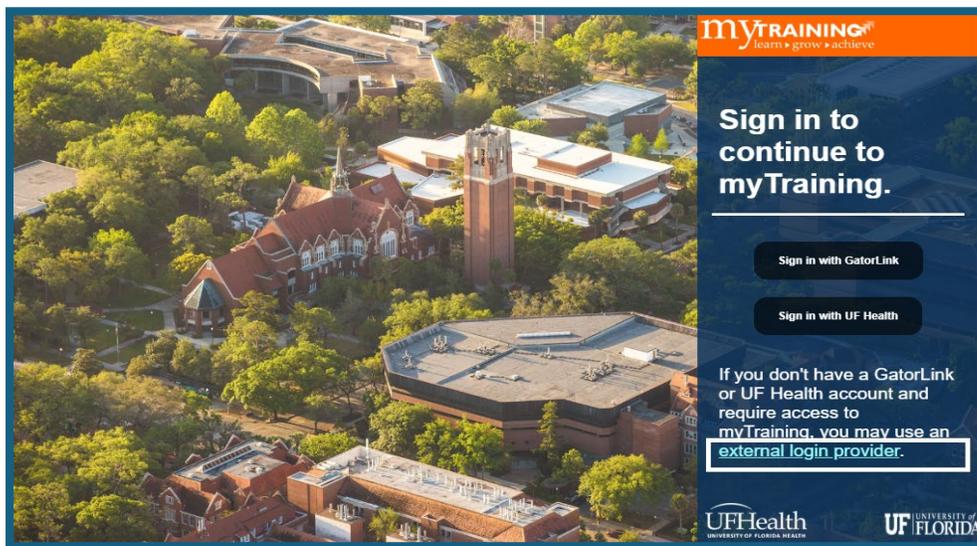


Note : Once you have selected an authentication method you must continue to use the same method moving forward.

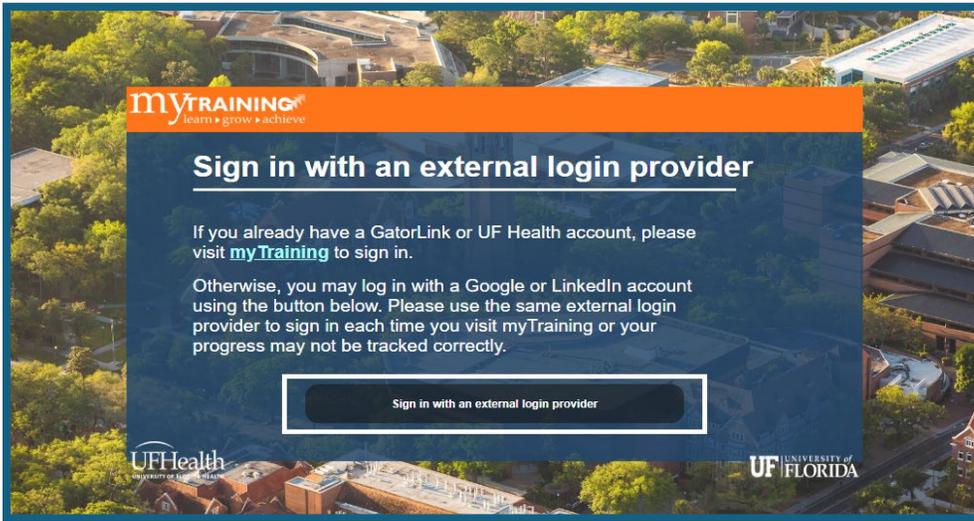
Gmail Account Navigation (Gmail Account already created)

Note: In the following instructions, the Google account has already been set up in this example.

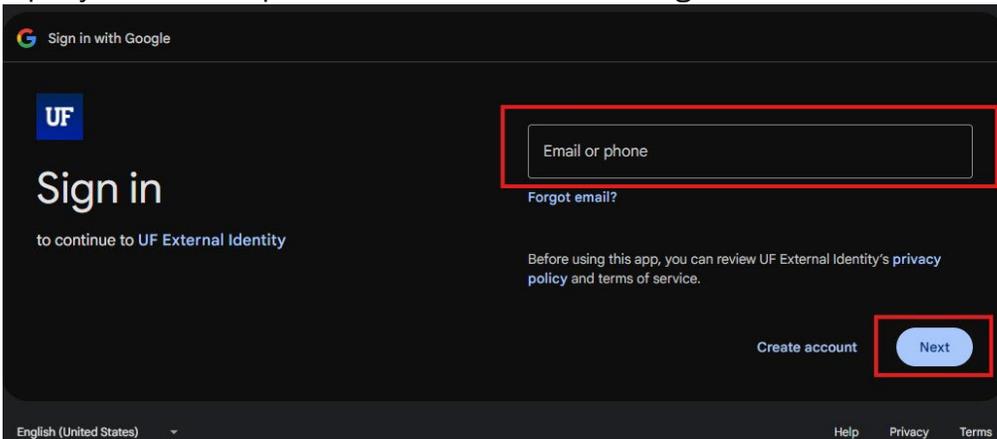
1. Go to mytraining.hr.ufl.edu
2. Click **external login provider** link.



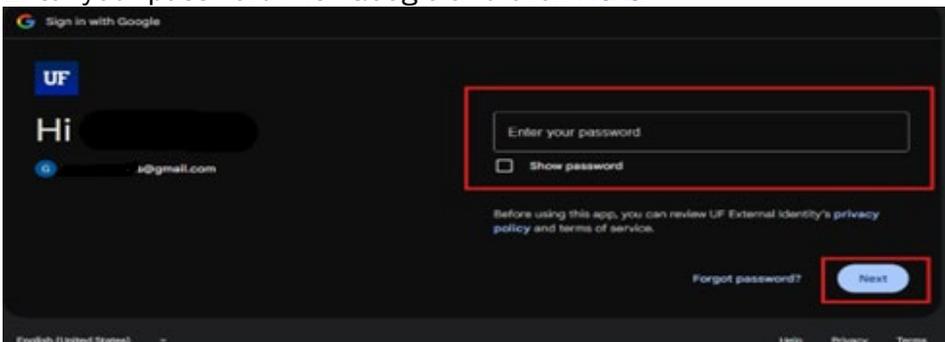
3. Click the button labeled **Sign in with an external login provider** button.



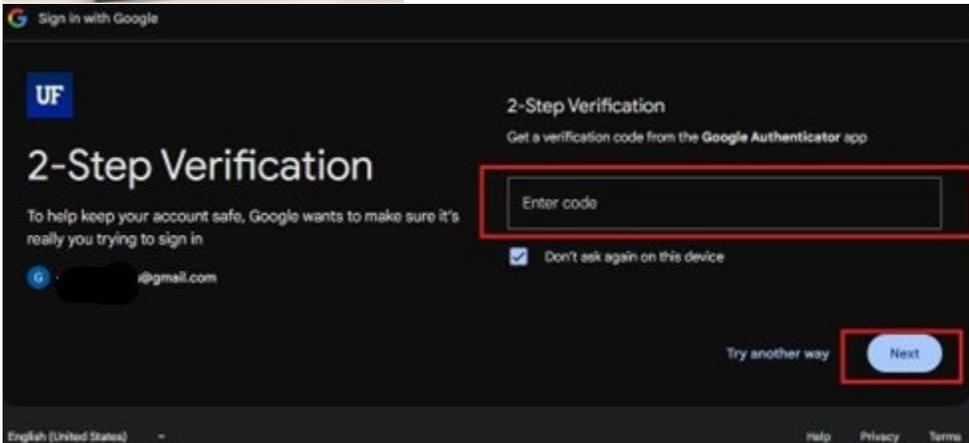
4. Input your email or phone number on file with Google and click **Next**.



5. Enter your password with Google and click **Next**.



6. You will arrive at this screen where you will take the code generated by Google Authenticator and input it into the field and click **Next**.



7. You will be **logged** into the myTraining system, where you can **search** for courses in the search bar at the top right of the screen.

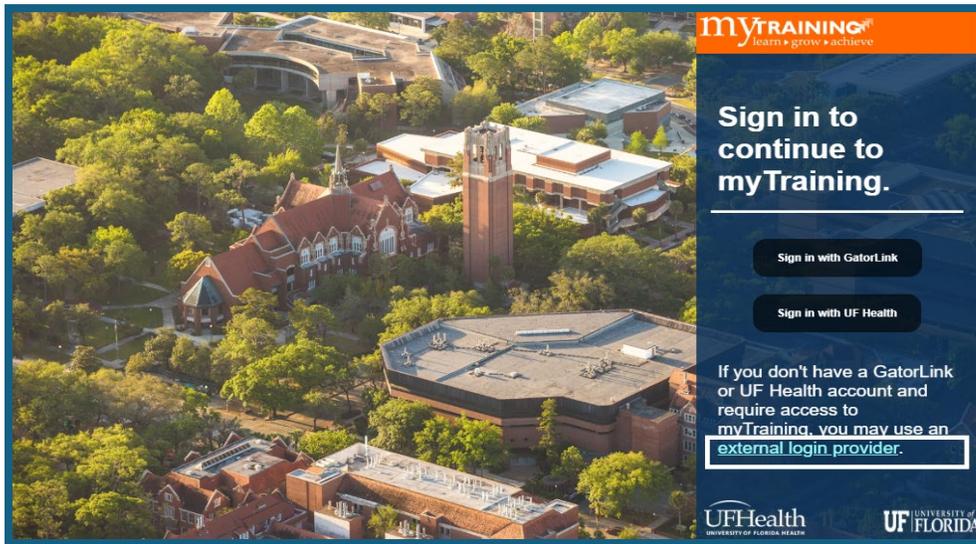


LinkedIn Authentication Method

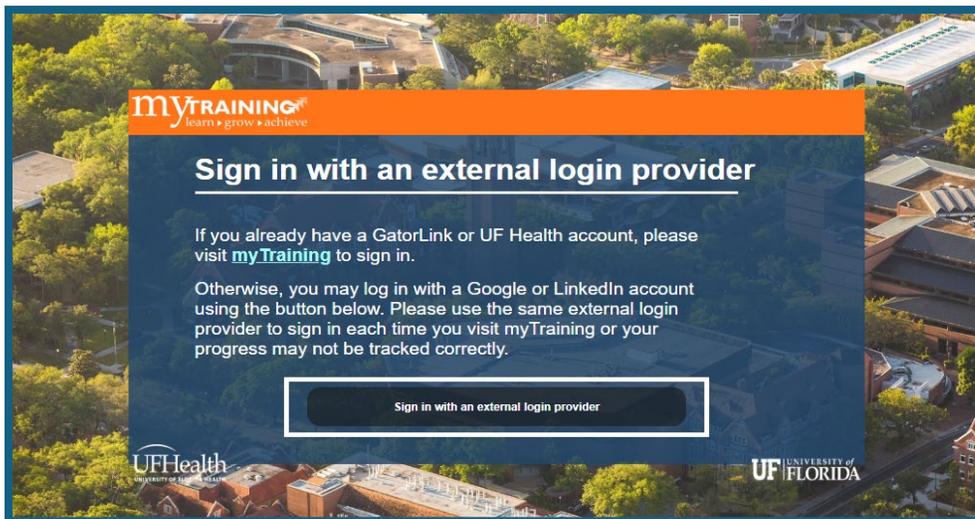
Note: Once you have selected an authentication method you must continue to use the same method moving forward.

Creating a LinkedIn Navigation Section

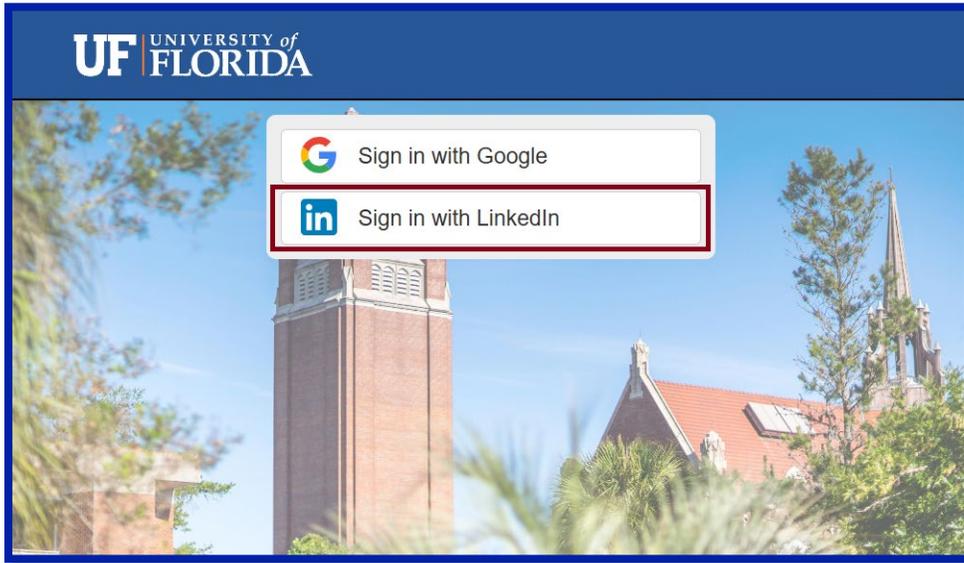
1. Go to mytraining.hr.ufl.edu
2. Click [external login provider](#) link.



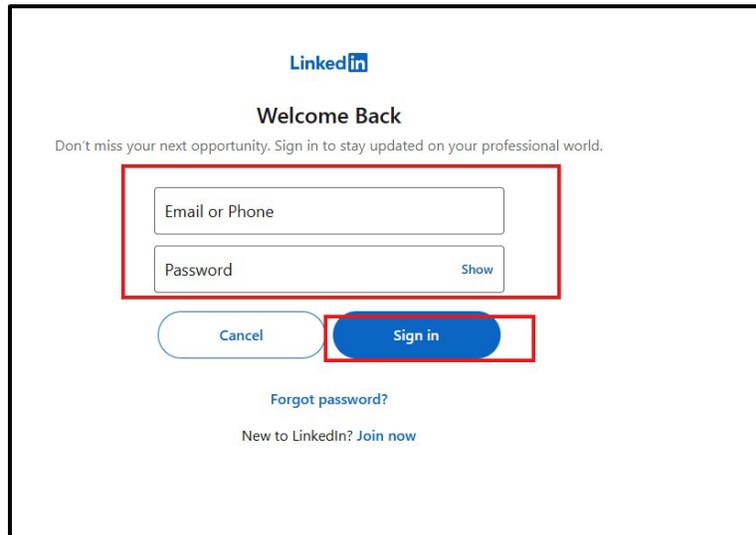
3. Click the button labeled [Sign in with an external login provider](#) button.



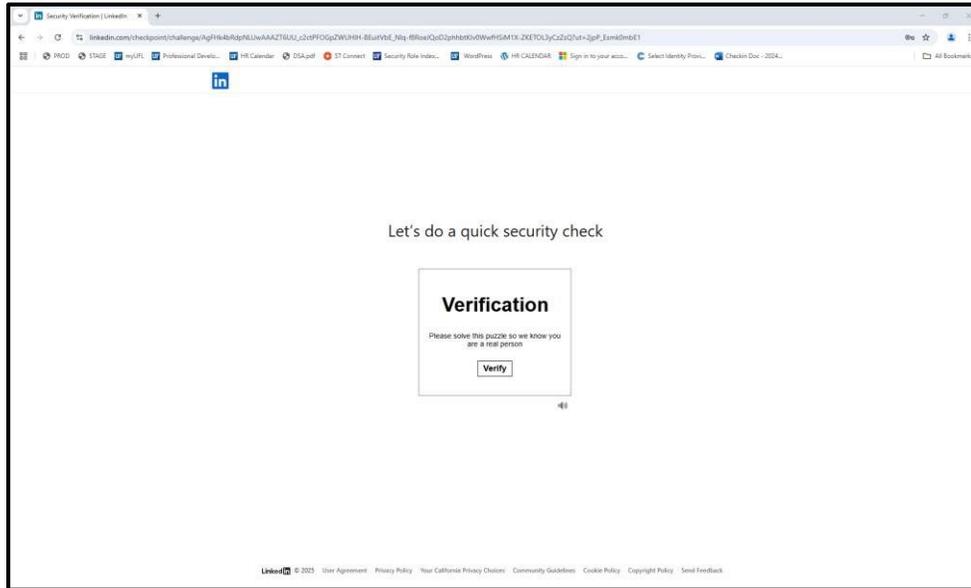
4. Click the option for **Sign in with LinkedIn**.



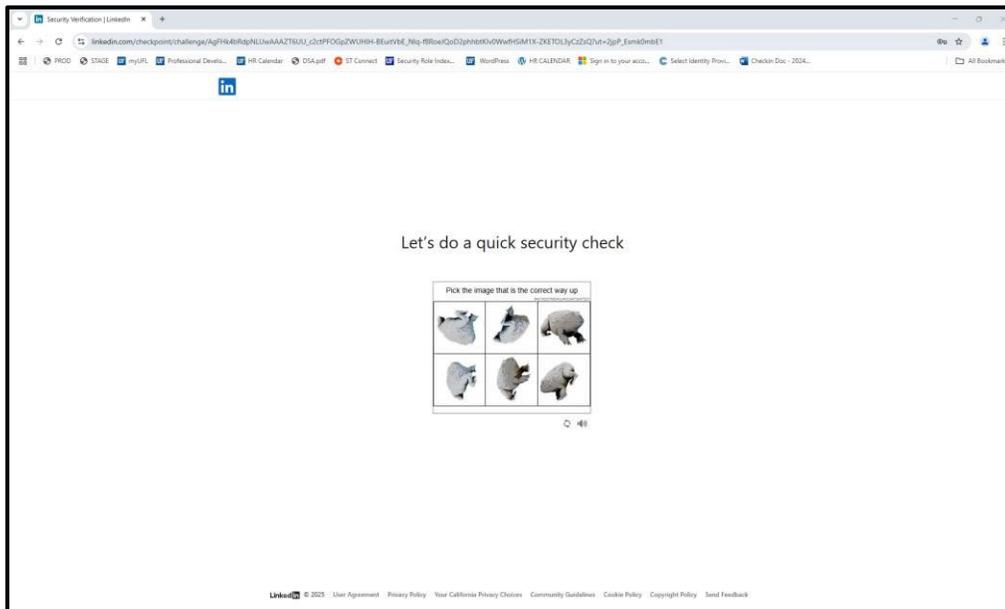
5. You will be taken to the login screen for LinkedIn. Input your LinkedIn email address or the phone number associated with your account and click the **'Sign in'** button.



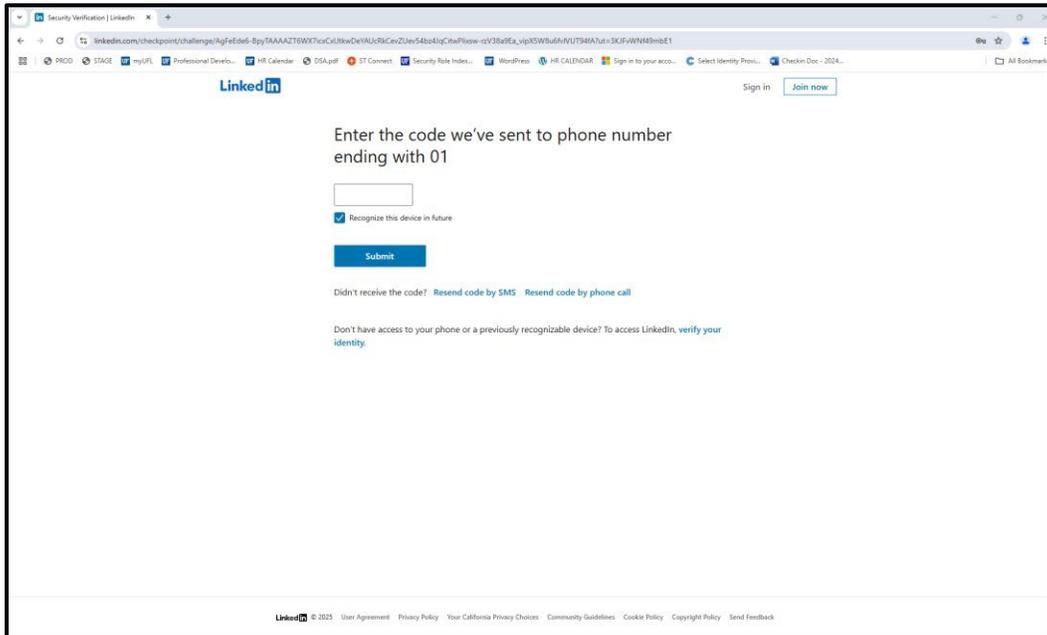
6. LinkedIn may have you perform a security check. Click the **verify** button to begin.



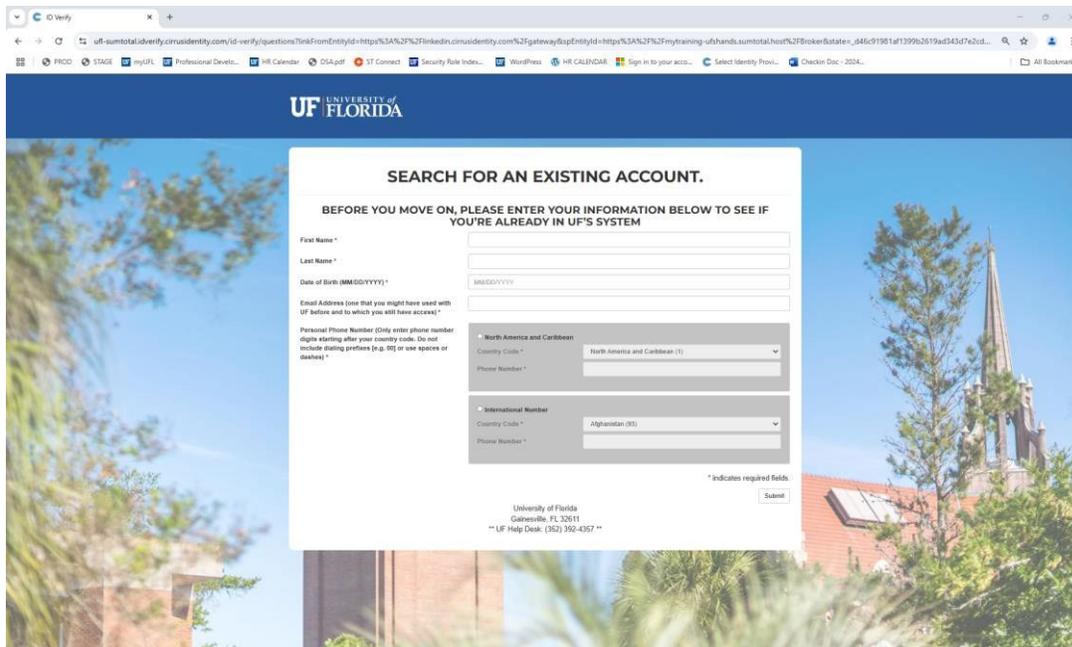
7. Answer the **security check question** (below is an example).



8. After answering the Security Question if you will be prompted to **input a code** that will be sent to the phone number that LinkedIn has on file and click **Submit**.



9. On your first login with an external authentication provider, you will need to supply the information on this screen to either associate to an **existing account** or to have a **new one** created.



10. Check your email account for the **confirmation code** and input it in the red outlined box.

SEARCH FOR AN EXISTING ACCOUNT.

BEFORE YOU MOVE ON, PLEASE ENTER YOUR INFORMATION BELOW TO SEE IF YOU'RE ALREADY IN UF'S SYSTEM

First Name *
Last Name *
Date of Birth (MM/DD/YYYY) *
Email Address (one that you might have used with UF before and to which you still have access) *

Job *
Quota *

01/03/1976

photrachent57@gmail.com

An email has been sent to photrachent57@gmail.com containing a verification code.

Email Verification Code *
Please enter the verification code in the field above.

Please enter the verification code in the field above.

Personal Phone Number (Only enter phone number digits starting after your country code. Do not include dialing prefixes (e.g. 00) or any spaces or dashes) *

North America and Caribbean
Country Code *
Phone Number *

International Number
Country Code *
Phone Number *

* Indicates required fields.

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Submit

11. Input the code that was sent by LinkedIn and click the **Submit** button.

SEARCH FOR AN EXISTING ACCOUNT.

BEFORE YOU MOVE ON, PLEASE ENTER YOUR INFORMATION BELOW TO SEE IF YOU'RE ALREADY IN UF'S SYSTEM

First Name *
Last Name *
Date of Birth (MM/DD/YYYY) *
Email Address (one that you might have used with UF before and to which you still have access) *

Job *
Quota *

01/03/1976

photrachent57@gmail.com

986259 Verified

Please enter the verification code in the field above.

Personal Phone Number (Only enter phone number digits starting after your country code. Do not include dialing prefixes (e.g. 00) or any spaces or dashes) *

North America and Caribbean
Country Code *
Phone Number *

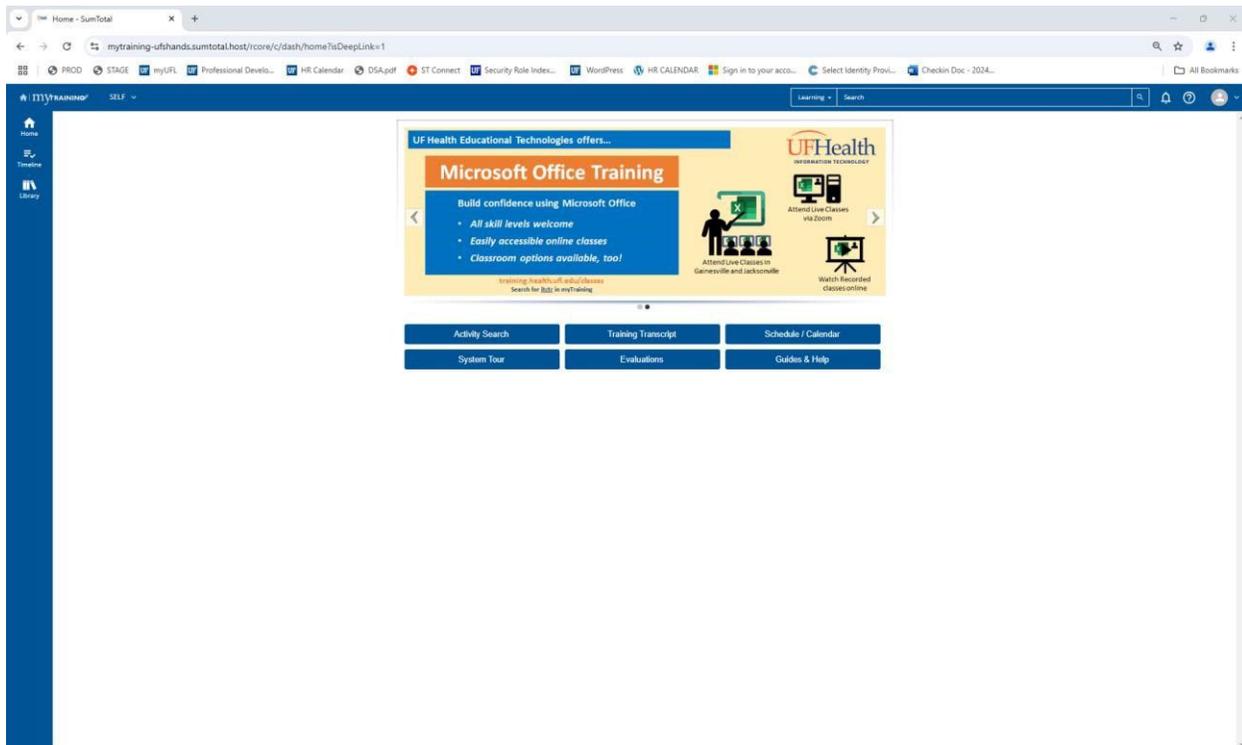
International Number
Country Code *
Phone Number *

* Indicates required fields.

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Gainesville, FL 32611
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Submit

12. You will then be logged into **myTraining**.

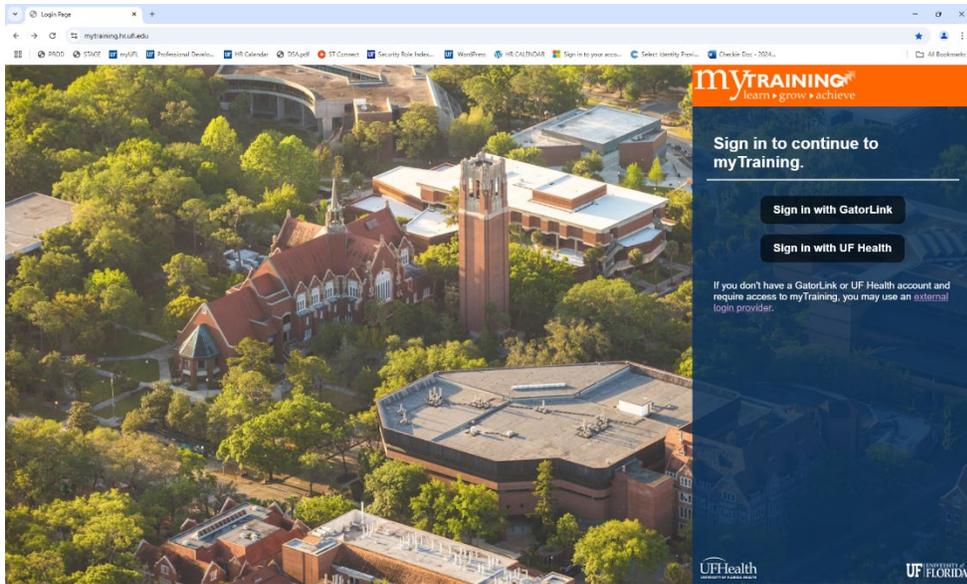


Logging in with LinkedIn (Account already setup in myTraining)

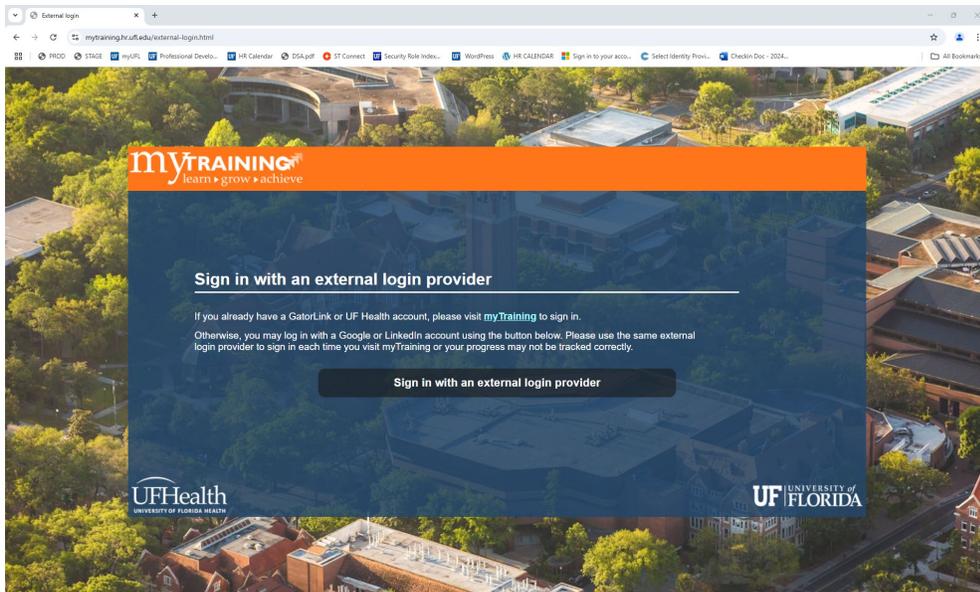
Note: Once you have selected an authentication method you must continue to use the same method moving forward.

LinkedIn Navigation

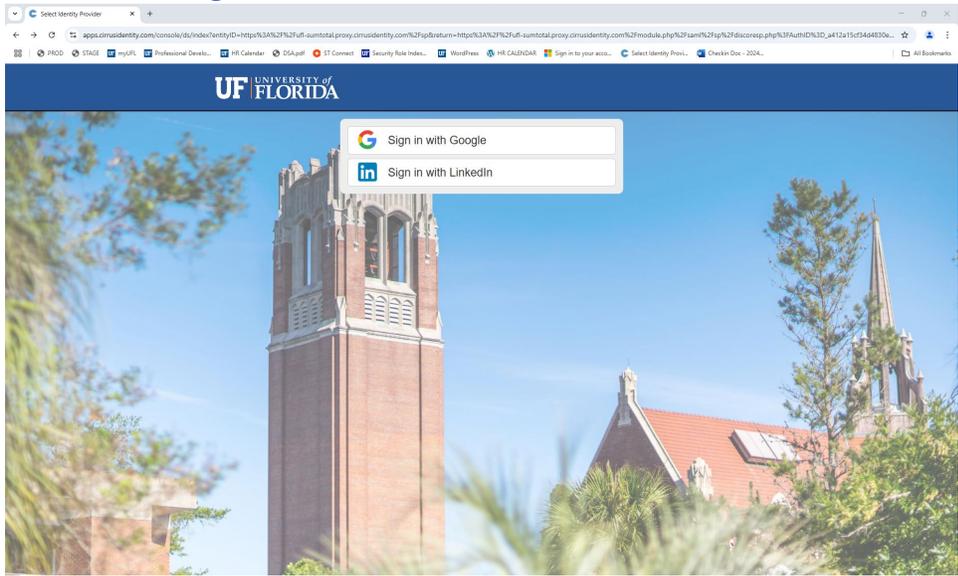
1. Go to the myTraining login page: <https://mytraining.hr.ufl.edu/>
2. click the link for **external login provider**.



3. Click the **Sign in with an external provider** button.

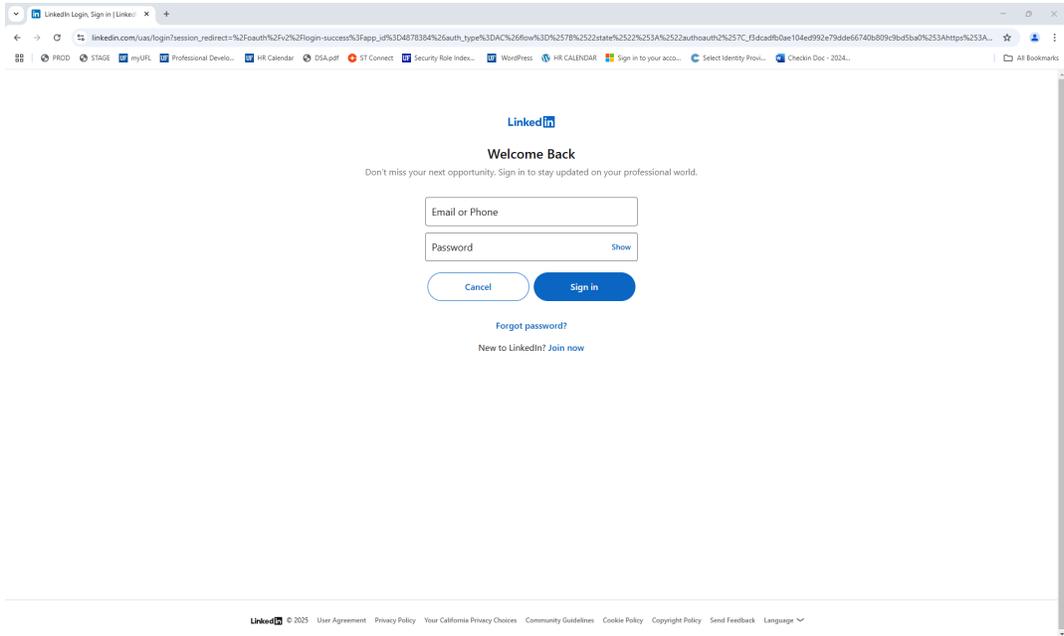


4. Select the **Sign in with LinkedIn** option.

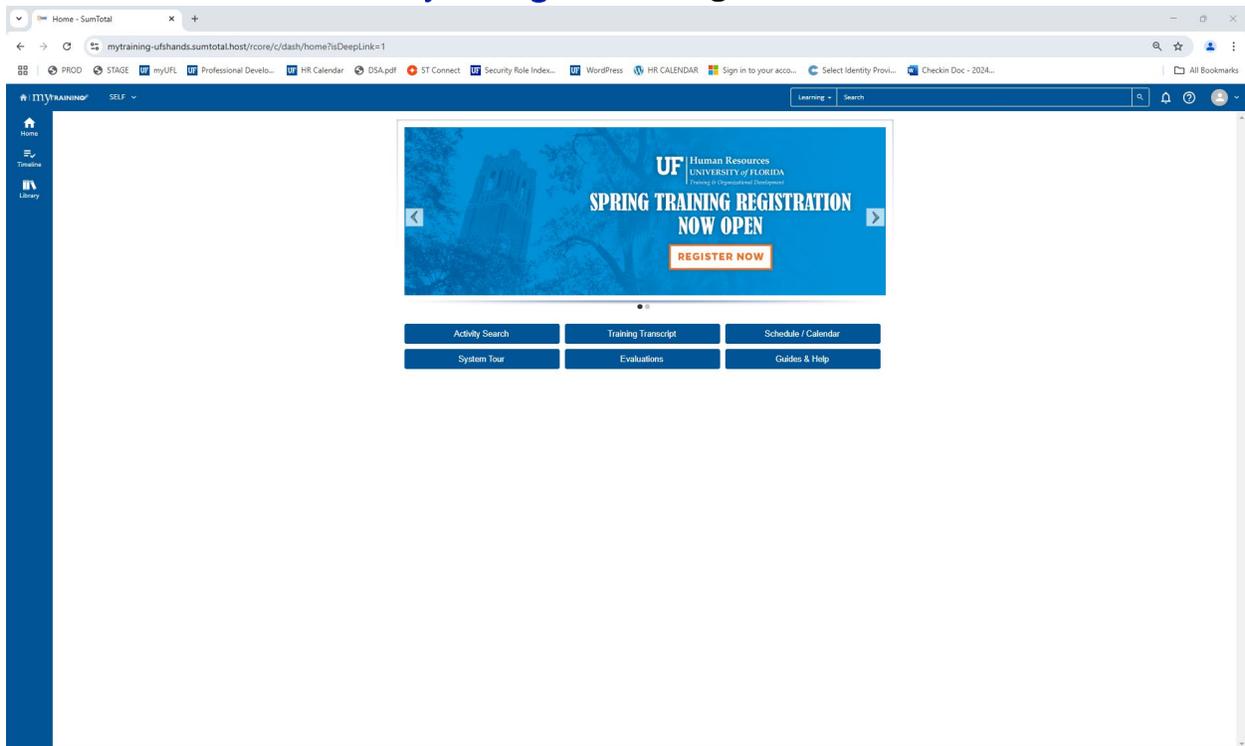


5. Enter your **email address** or **phone number** associated with LinkedIn and password.

6. Click the **Sign in** button.

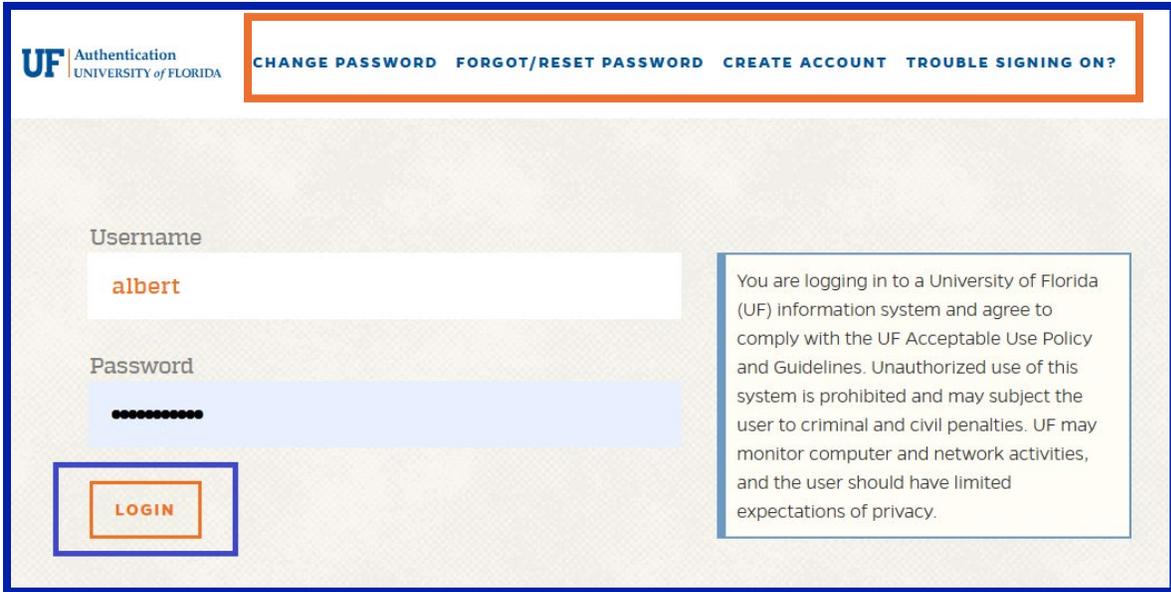


7. You will be directed to **myTraining** after clicking **submit**.



UF Users that can't log in to Gatorlink Account

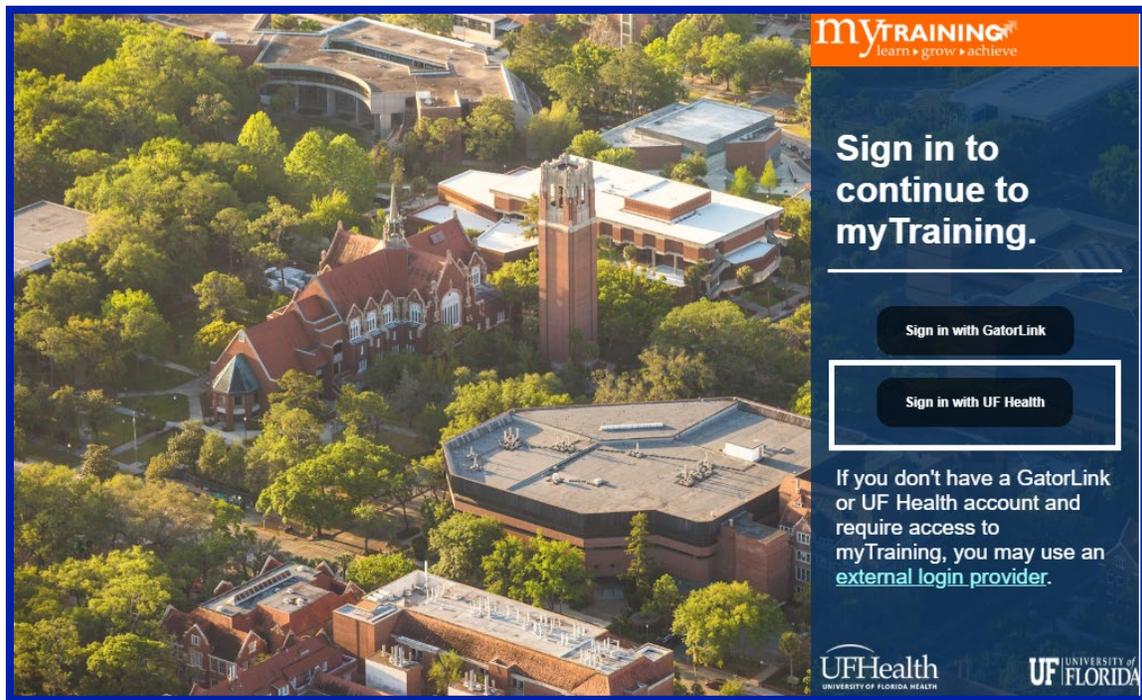
1. Go to mytraining.hr.ufl.edu
2. Click the **Sign-in with GatorLink** button.
3. Select the **option** that best corresponds to your issue (**At the top of the screen**). Available categories include:
 - Change Password
 - Forgot/Reset Password
 - Create Account
 - Trouble Signing On



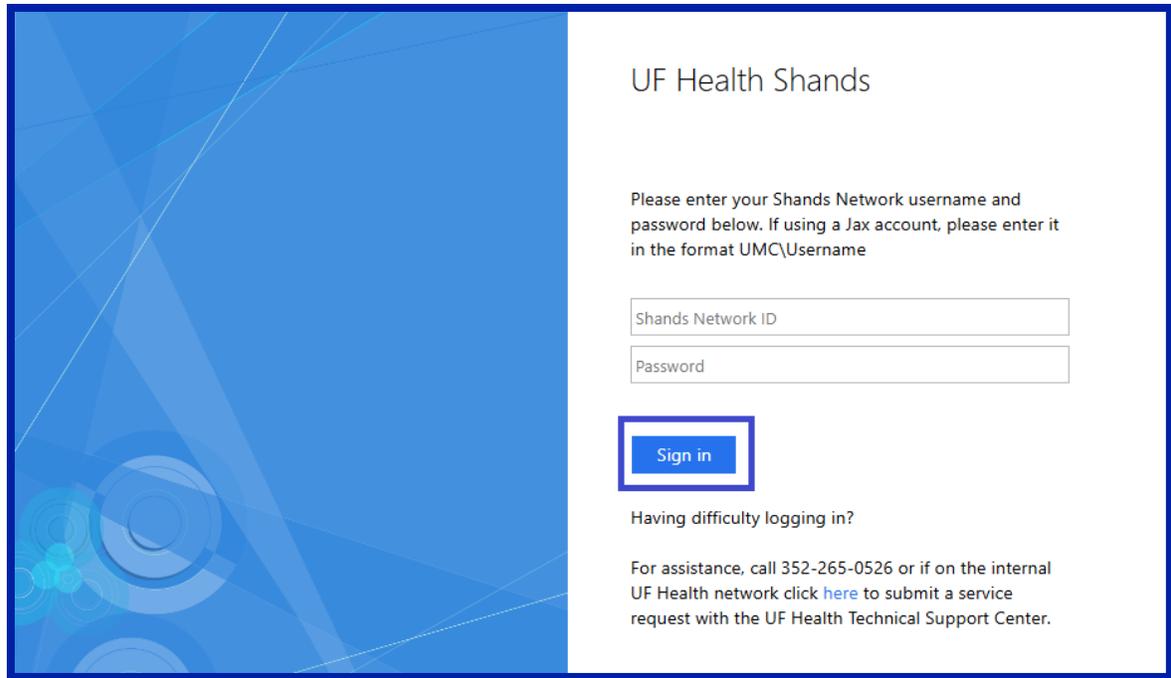
4. Upon successful login, proceed by following the on-screen instructions to troubleshoot and resolve your specific issue.

UF Health Shands employees with Active GatorLink accounts

1. Go to mytraining.hr.ufl.edu
2. Click **Sign in with UF Health** button



3. Input your UF Health Shands Username and Password and click **Sign in**.



4. You will be directed to [myTraining](#) after clicking **Sign in**.

