

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 <u>mytraining.hr.ufl.edu</u> OR
- 2. Through myUFL (for active Gatorlink users only):
 - Go to <u>my.ufl.edu</u>
 - 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

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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.

UNIVERSITY of FLORIDA	CHANGE PASSWORD	FORGOT/RESET PASSWORD	CREATE ACCOUNT	TROUBLE SIGNING ON?
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albert			You are logging in t	to a University of Florida
Password			comply with the UI and Guidelines. Un system is prohibite user to criminal an	F Acceptable Use Policy authorized use of this ed and may subject the d civil penalties. UF may
LOGIN			monitor computer and the user shoul expectations of pri	and network activities, d have limited vacy.

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, <u>you must continue to use the</u> <u>same method moving forward</u>.

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.

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UF Sign in to continue to UF External Identity	Email or phone Forgot email? Before using this app, you can review UF External Identity's privacy policy and terms of service.
	Create account Next
English (United States) -	Help Privacy Terms

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

G Sign in with Google	
UF	
Hi	Enter your password
@gmail.com	Show password
	Before using this app, you can review UF External Identity's privacy policy and terms of service.
	Try another way Next
English (United States) *	Help Privacy Terms

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



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



Note: On your <u>first login</u> 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, <u>not</u> including prefixes, spaces, or dashes.
- 11. Click the **submit button** in the bottom right corner of the screen.

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No. Con		University of Florida	* ind	dicates required fields.	

- 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.

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	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.

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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 <u>you must continue to</u> <u>use the same method moving forward</u>.

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.

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5. Enter your password with Google and click Next.

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	Forgot password? 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 <u>you must continue to use the</u> <u>same method moving forward</u>.

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.

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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.

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	Email or Phone	
	Password	Show
	Cancel Sign i	in
	Forgot password?	
	New to LinkedIn? Join now	

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**.

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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.

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

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

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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 <u>you must continue to use the</u> <u>same method moving forward</u>.

Linkedin Navigation

- 1. Go to the myTraining login page: <u>https://mytraining.hr.ufl.edu/</u>
- 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.

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

6. Click the Sign in button.

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- 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

UF Authentication UNIVERSITY of FLORIDA	CHANGE PASSWORD	FORGOT/RESET PASSWORD	CREATE ACCOUNT	TROUBLE SIGNING ON?
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albert			You are logging in (UF) information sy	to a University of Florida ystem and agree to
Password			comply with the U and Guidelines. Un system is prohibite user to criminal an	F Acceptable Use Policy nauthorized use of this ed and may subject the id civil penalties. UF may
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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.

UF Health Shands
Please enter your Shands Network username and password below. If using a Jax account, please enter it in the format UMC\Username
Shands Network ID Password
Sign in Having difficulty logging in?
For assistance, call 352-265-0526 or if on the internal UF Health network click here to submit a service request with the UF Health Technical Support Center.

4. You will be directed to myTraining after clicking Sign in.

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