**NAVIGATION**

Students will use the following navigation to log into ONE.UF:

1. Go to the web address one.uf.edu
2. Click Log in with GatorLink
3. Enter GatorLink Username and Password
4. Click the LOG IN button ONE.UF

**VIEW HOLDS ON THE ACTION ITEMS CARD**

1. **View Action Item Summary.** Note that there will be three (3) sections: HOLDS, TO-DOS and INFO. Notice in the upper right side, the inbox with a number. This number notifies user of all action items.
2. Click **Holds**.

3. Click the arrow to complete the request.

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

**Policies and Directives**
Office of the University Registrar
352-392-1374
registrar.ufl.edu