

LOGGING IN TO UF GO

To obtain system access, a user must take one of two possible trainings:

- **UGO100 – Introduction to UF GO**; access is auto-granted 24 – 48 hours after course completion. The course is designed for standard users, delegates, and supervisors
- OR**
- **UGO200 – What an Approver Needs to Know**; a DSA must request the **UF_N_TPS_APPROVER** security role. This course is designed for financial approvers or any delegate approver (for supervisor or financial approver)

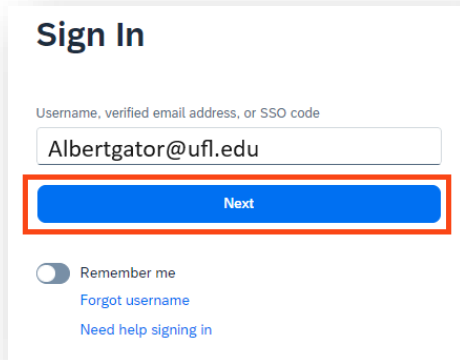
NAVIGATION

Access UF GO via **ONE.UF**, **myUFL**, **Concur website** or the **SAP Concur mobile app**

- **ONE.UF**: Log in to one.ufl.edu > Select **UF GO** under the Faculty/Staff section.
- **myUFL**: my.ufl.edu > My Self Service > Select **UF GO Travel and PCard**
- **Concur Website**: www.concursolutions.com/

Logging In

1. Enter `gatorlink@ufl.edu` and click **Next**
 - a. Do not use a departmental email



Sign In

Username, verified email address, or SSO code

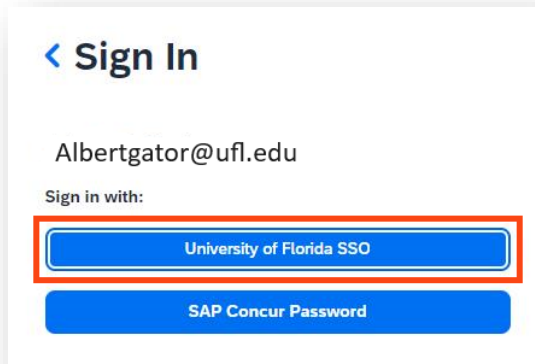
Next

Remember me

[Forgot username](#)

[Need help signing in](#)

2. Click Sign in with **University of Florida SSO**



< Sign In

Albertgator@ufl.edu

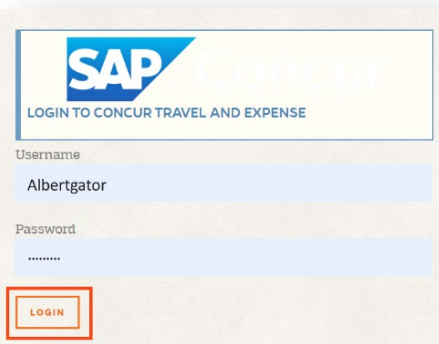
Sign in with:

University of Florida SSO

SAP Concur Password

3. Enter UF gatorlink and password and click **Login**

Note: If you are already signed-in to myUFL or other UF systems, you'll automatically be signed in



TROUBLESHOOTING COMMON ISSUES

1. Wrong Gatorlink email address
 - a. You must use a Gatorlink address such as Albertgator@ufl.edu, not a department email address such as Albertgator@medicine.ufl.edu
2. If you've never logged in before, please check with your department to verify that your employment type automatically creates a UF GO profile
 - a. Employed Faculty (i.e., Salaried and Temporary)
 - b. Staff (i.e., TEAMS, OPS, USPS)
 - c. Employed Students (i.e., Graduate Assistants, Student Assistants, Federal Work Study)
3. If your profile is not automatically created, your department will need to complete the [Guest Travel Process](#)

FOR ADDITIONAL ASSISTANCE

Technical Issues

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

Travel Policies and Directives

Travel Office
352-392-1241
[Contact Form](#)

PCard Policies & Questions

PCard Team
352-392-1331
[Contact Form](#)