LOGGING INTO 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

2. Click Sign in with University of Florida SSO
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

<table>
<thead>
<tr>
<th>Technical Issues</th>
<th>Travel Policies and Directives</th>
<th>PCard Policies &amp; Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The UF Computing Help Desk</td>
<td>Travel Office</td>
<td>PCard Team</td>
</tr>
<tr>
<td>352-392-HELP</td>
<td>352-392-1241</td>
<td>352-392-1331</td>
</tr>
<tr>
<td>helpdesk.ufl.edu</td>
<td>Contact Form</td>
<td>Contact Form</td>
</tr>
</tbody>
</table>