FIRST TIME LOGIN - UPDATING YOUR UF GO USER PROFILE

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)
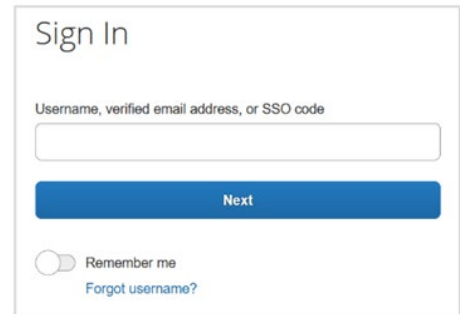
NAVIGATION

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

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

LOGGING IN

1. Enter gatorlink@ufl.edu and click **Next**

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

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

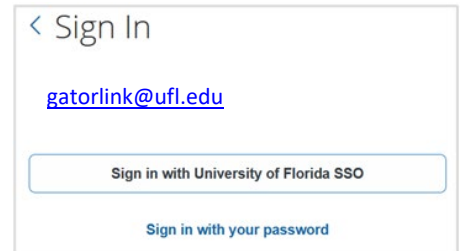   Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip

PROFILE

The UF GO profile gives you the opportunity to provide detailed information to enhance your user information. Most of this information is optional. In this guide, essential information is highlighted for users to maximize their experience when using the Travel (booking) module.

STEPS

1. In the upper right-hand corner, select **Profile**
2. Click on **Profile Settings**

3. Select **Personal Information** from the Profile Options menu. Note: For a tutorial on how to fill out your Profile, watch this video.
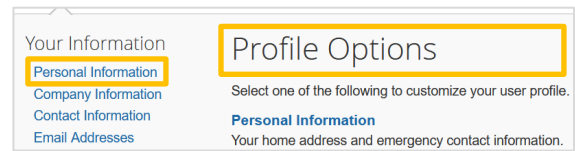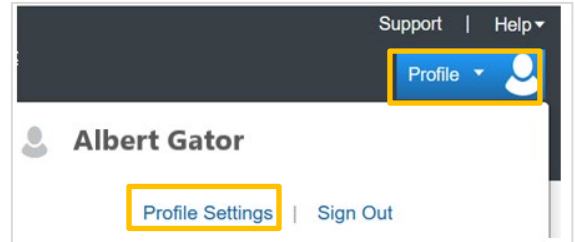
   a. **Name:** Verify the first and last name listed match your government-issued photo ID you use for travel
      - If your ID contains a middle name, include it in UF GO
      - If you need to update your first or last name, contact Human Resources

      Alert! Do not make flight reservations using the online UF GO booking tool if your name is incorrect. Contact World Travel Service at (865) 288-1901 and an agent can assist in completing your booking under a different name.

   b. **Email Address:** Click **Verify** to verify your UF email address.

      A verification code will be sent to the email. Follow the instructions provided to complete the process.
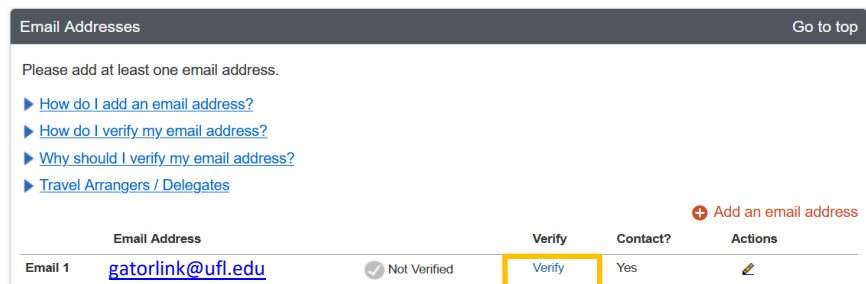
      - Email address verification ensures the system can send you trip itinerary, notifications, and receipts
      - You can only complete this step 24 – 48 hours after training is completed

      Tip! If you plan on sending receipts from a personal email, add that email address.

   c. **Work/Home Phone Number:** Specify home or work phone for the profile to be considered complete

   d. **Travel Programs:** Enter travel/rewards programs to be given credit for your bookings through UF GO

   e. **Credit Card:** Add your UF PCard and/or personal credit card information to book airfare, car rental, hotel, and or rail. Only the last 4 digits of the card number will be visible once entered. The UF Air Card is integrated in the booking tool but won't be visible in this section

FOR ADDITIONAL ASSISTANCE

Technical Issues	**Travel Policies and Directives**	**PCard Policies & Questions**
The UF Computing Help Desk	Travel Office	PCard Team
352-392-HELP	352-392-1241	352-392-1331
helpdesk.ufl.edu	travel@ufl.edu	pcard@ufl.edu