

VERIFYING EMAIL ADDRESS

NAVIGATION

Access UF GO via [ONE.UF](https://one.ufl.edu), [myUFL](https://my.ufl.edu), 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** link
3. Enter **UF gatorlink** and **password**

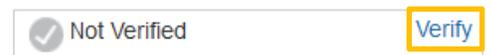
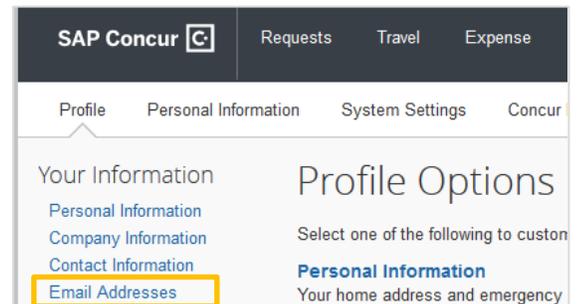
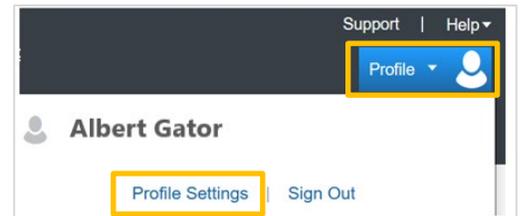
Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip.

STEPS

1. In the upper right-hand corner, select **Profile**
2. Click on **Profile Settings**
3. Click on **Email Addresses** on the left-hand side bar
Note: For additional information on email addresses, click on [How do I verify my email address?](#) link

4. Click on **Add an email address**
5. Enter **email address**
6. Select Yes/No for **Contact for Travel Notifications?**
7. Click **OK** or **Cancel**
8. Click **Verify**. An email is sent to the email address listed
Alert! To verify email, UF GO training must be completed
9. Enter code number provided by email in **Enter Code** field
10. Click **OK**

Once the code is entered the email address will show as verified.



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

travel@ufl.edu

PCard Policies & Questions

PCard Team

352-392-1331

pcard@ufl.edu