VERIFYING EMAIL ADDRESS

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 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