A prospective student clicks on the “Enroll in this activity” button.
The student is asked about their association with UF.

1. Students with existing/active GatorLinks should choose the first option.
2. Students who have never been associated with UF, should choose the second option. (The instructions for creating their GatorLink accounts are included in this document.)
3. Students with inactive GatorLink accounts should choose the third option. They will need either their UFID, their GatorLink user name or the email they used when they originally registered for their GatorLink. It will reactivate their GatorLink account.
4. Students who can’t remember their GatorLink account or UFID should choose the last option. Choosing this option will display the main UF Help Desk contact information.
IMPORTANT

Students that need to create a GatorLink account must have the following information:

• First Name
• Last Name
• Date of Birth
• Email Address

Do **not** use the same email address to register several students, each student must have their own email address!
Students without an existing GatorLink account, will need to fill out the GatorLink Account registration form. *(This process does not register the student for the class.)* The GatorLink account form requires the student’s first name, last name, email, and birth date. The program that is offering the course may ask for additional information such as address, phone number, etc.
Once a student has submitted the GatorLink Account creation form an email is sent to their email address to confirm that it is correct. This email contains a verification link that students **must** click on in order to create their GatorLink user name and password.

Verify Your Email - University of Florida

Dear Test Test,

Thank you for registering for a GatorLink account to use with your Cartels: A Conference in Honor of Robert F. Lanzillotti activity.

After clicking the verification link below, you will be able to select your GatorLink username and password:

For questions concerning your registration, please email [blank] or call 123-123-1234 during office hours.

Sincerely,

The UF Quick Registration Team
After the student clicks on the verification link that was sent in the email, a UFID is automatically created for them and they are directed to a screen confirming their email was verified. The student must now click on the “Create your GatorLink” button to create their GatorLink user name and password.
When the student clicks on the “Create your GatorLink” button they will be taken to another site to complete the creation of their GatorLink Account.

(This process is shown on the following four pages.)
GatorLink Account Creation...continued from previous page.

Create Your GatorLink Password

The password must meet the following requirements:
1. Must be at least 8 characters long.
2. Must contain three of the following four elements: uppercase letters, lowercase letters, numbers, and special characters.
3. Must not contain dictionary words.
4. Must not contain blank spaces.

For allowable punctuation/special characters and other helpful information, see Password Tips.

- New Password: 
- Confirm Password

Acceptable Use of Computing Resource Policy

The University of Florida places significant trust in all who have access to university information and with that trust comes a high level of responsibility. Access to Enterprise Reporting data is limited to those who have a valid business need for the information. Use or disclosure of UF data is restricted to internal university business; release of any of this data to external sources, such as the media, must be done only through those offices approved to publicly release official university data. In addition, all UF employees and students must adhere to the acceptable use and confidentiality rules as outlined in the policies below. Any inappropriate use or external disclosure of university data is a violation of this policy. Users who violate this policy may be denied access to university information resources.

Please review the acceptable use and confidentiality policy
University of Florida Acceptable Use Policy

I have read the above statement and agree to: (1) not to disclose University data to outside parties and (2) not use data as represented in Enterprise Reporting for any purpose other than internal University business.

[ ] Accept

I do not accept these terms and know my access is denied by doing so.

[ ] Do Not Accept

continued on next page...
GatorLink Account Creation...continued from previous page.

Set Your Password Hint
Enter a question and your response below. These will be used to authenticate you.
Please set up a password hint which is difficult for others to guess.
Click the magnifying glass to select from the list of questions, or enter your own question

Question: 
Response: 

Review
Please read carefully and proceed as instructed below:

Read and confirm the UFID, Name, your chosen GatorLink Username and Password Hint above. If you agree with the information displayed click the "Next" button to finish creating your GatorLink account else make any desired changes before proceeding.

Next
GatorLink Account Creation...continued from previous page.

When the student is done creating their GatorLink Account by clicking on the “Finish” button, they will be returned to QuickReg to complete their enrollment.
If there is a charge for the activity, the student will be directed to IPAY to enter their credit card information.
When the student’s credit card is approved—or if there is no fee for the activity—two things will happen:
1) they will be redirected to this successfully enrolled screen and
2) they will receive an email confirming their successful enrollment in the course (see the next page for an example email).
The email that confirms a successful enrollment contains:

1. course information;
2. the student’s UF identity information (GatorLink and UFID);
3. a direct link to the course in either Canvas or Sakai;
4. program contact information if students have any questions about the course.

Example of an email that is sent to a student that has successfully enrolled in a Canvas or Sakai course using QuickReg.

You have been successfully enrolled in:

- **Activity:** Your activity name here.
- **Section:** Ongoing

Your UF identification information is:

- **User account (GatorLink ID):** [Redacted]
- **Student ID (UF ID):** [Redacted]

To access your activity, you can either click on the following link:

[Redacted]

Or, you can also access your activities via the main UF e-Learning Login:

https://lss.at.ufl.edu/

On the upper left portion of the page, click the blue button which says "e-Learning in Canvas" and enter your GatorLink user name and password. Then select the name of your activity from the menu at the top named "Courses".

To view your UF Quick Registration enrollments, visit:

https://reg.distance.ufl.edu/reg/Enrollments

For questions concerning your registration or accessing your activity, please email [Redacted] or call (352) [Redacted] during office hours.

Thank you,

The UF Quick Registration Team
Depending on the activity, the student may be directed to UF’s e-learning system—either Sakai or Canvas (links are outlined in red in the image below)—or they can access their activity directly through the log-in link that was sent in the confirmation email.