

# Creating a Gatorlink Account/Completing HIPAA


## Visiting Student Instructions

**Step 1** – Create a Gatorlink account using the UF ID # that will be provided to you no more than 30 days from the start of your rotation at UF COM.

NOTE: If you attended UF previously, your UF ID # will be the same as before. Call 392-HELP to have your account reset and proceed to Step 2.

- A. Go to Gatorlink at the following URL: <https://my.ufl.edu/ps/signon.html>.
- B. Click on the “Access myUFL” link.
- C. Click on the “Create Account link.
- D. Enter the UF ID # that you were provided, last name, and DOB.
- E. Follow the instructions to set up a Gatorlink Username and Password.

**Step 2** – Complete the HIPAA General Awareness Training module located on the UF Privacy Office website. It may take up to 5 to 7 days to complete this step once you complete your Gatorlink account.

- A. Go to the my.ufl.edu website: <http://privacy.ufl.edu/privacy-training/hipaa-training/>
- B. Under Level 1:Basic Training Click on HIPAA & Privacy – General Awareness
- C. Click on the <http://mytraining.hr.ufl.edu> Link
- D. Select University of Florida tab
- E. Log in using your new Gatorlink Username and Password.
- F. Click on “Activity Search”.
- G. Type in “HIPAA”.
- H. Scroll down to “HIPAA & Privacy – General Awareness” and select
- I. Click on the “Training and Development” folder.
- J. Click on “Start”.
- K. Follow the instructions to complete the HIPAA General Awareness training.
- L. When completed go to Training Transcript and print the certificate. Look for the 
- M. Print out a hard copy of your Certificate of Completion and email (magyarbj@ufl.edu) and upload it to your VSAS profile.