INSTRUCTIONS FOR CREATING A GATORLINK ACCOUNT

1. Connect to the Internet.
2. In the address bar, type the following website address: http://www.gatorlink.ufl.edu/.
3. Press the Enter key.
4. Once on the GatorLink Home Page, click on the “Create a new account” link.
5. You will now be on the GatorLink Account Creation Page. On this page, you will enter the employee’s UFID#, Last Name, Birth Month, Birth Day and Birth Year. (Please note: The birth year must be 4 digits, not 2. Example, 1970, not 70.)
6. Click on the Continue button.
7. In order to continue with the account creation, you MUST put a check mark in the box next to “I have read and agree to the policies for use of GatorLink.”
8. Click on the Continue button.
9. On this page, you will need to choose a GatorLink Username. The username for the GatorLink account will be the first letter of the first name plus the last name, not to exceed 8 characters and all in lower case. (For example, for Diane Stallings, the username will be dstallin. If we use her entire last name, it would exceed the 8-character rule.)
10. Click on the Continue button.
11. Once the username is created, you must choose a password. The password is entered in both fields on this page. The password MUST be at least 8 characters long, not to exceed 15. For the initial setup of the GatorLink account, the password will be the first letter of the last name plus the UFID. (For example, if Diane Stallings’ UFID is 1234-5678, the password for her GatorLink account will be s12345678.) Please note: Once the initial setup is complete, the password must be changed within 14 days.
12. Click on the Continue button.
13. The GatorLink account has been created! This is the last page of the setup. Click on the Quit button in the blue bar at the top of the page and click on the “X” to exit the Internet.
14. Please note: The system cycles at nighttime. You may begin using your GatorLink account the next day.
15. If you are unable to successfully generate a GatorLink account, please call Administrative Affairs at 904-244-8527.
16. If Administrative Affairs is unable to resolve the problem, you will need to call the UF Help Desk at 352-392-HELP (4357).

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