

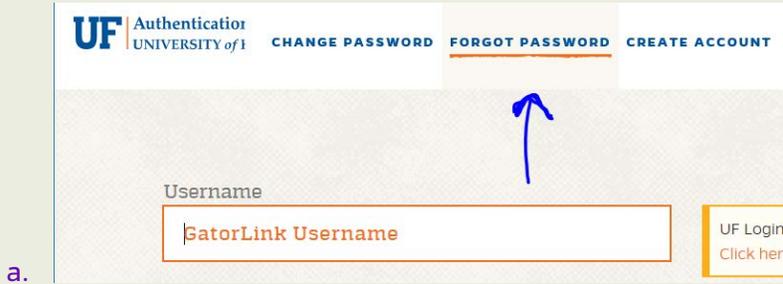
UFIT Transition – Forgot Gatorlink Password Instructions

Items Needed To Start

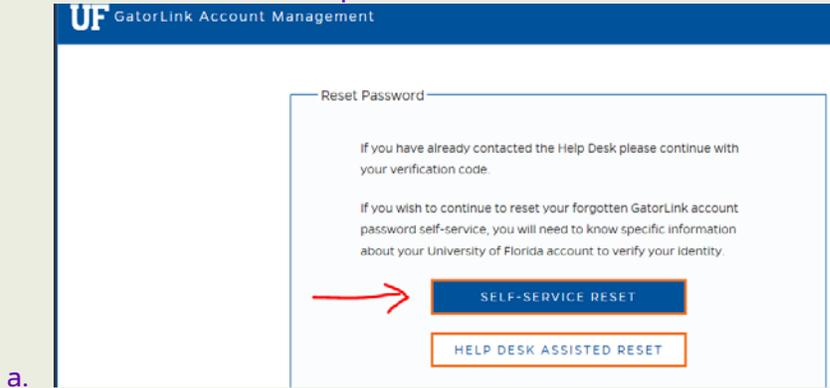
- UFID number and Gatorlink ID
- Birth Month and Birth Day
- Phone Number Used in MyUFL Directory Profile

Process

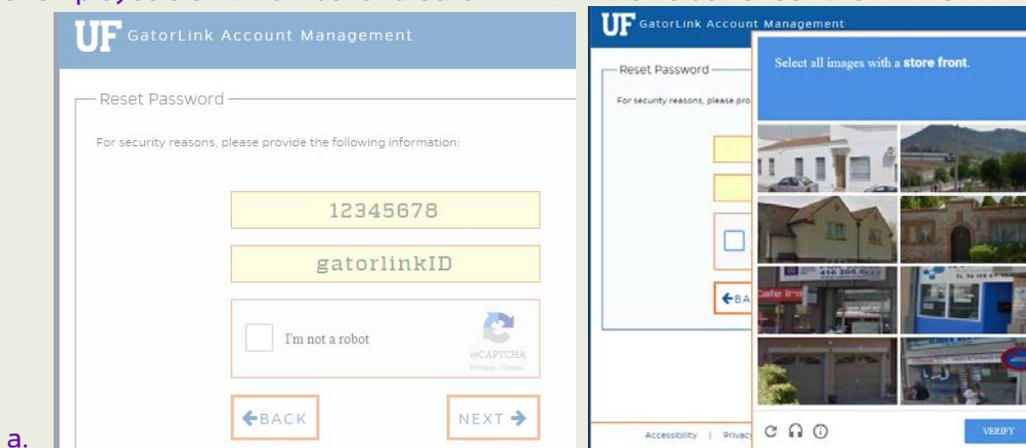
1. Visit LOGIN.UFL.EDU and select FORGOT PASSWORD in menu bar



2. Select SELF-SERVICE RESET option



3. Enter employee's UFID number and Gatorlink ID in the fields. Check the I'M NOT A ROBOT recaptcha.



4. Enter birth month and day. Press NEXT.



5. A listing of phone numbers that the employee has added to their myUFL Directory Profile will appear. You will choose VOICE (which is a phone call to that number) or TEXT (which is a SMS alert to cell phone).

UF GatorLink Account Management

Contact Method

A verification code will be sent to your preferred phone number to verify your identity before setting your new password. Below are the last four digits of the phone numbers you have provided to the University; select one and if you would like to receive the code by text (SMS) or voice call.

Please note that voice calls are only available for US and Canadian numbers at this time.

Work Phone:	Ends with [REDACTED]	<input type="radio"/> Voice <input type="radio"/> Text
Home Phone:	Ends with [REDACTED]	<input type="radio"/> Voice <input type="radio"/> Text
Work Cell Phone:	Ends with [REDACTED]	<input type="radio"/> Voice <input type="radio"/> Text
Cell Phone:	Ends with [REDACTED]	<input type="radio"/> Voice <input type="radio"/> Text

You will be notified at the following email addresses regarding activities affecting your account.

Business Email: [REDACTED]@ufl.edu
Personal Email: [REDACTED]@gmail.com

NEXT →

a.

6. Enter the VERIFICATION CODE that was provided either by a voice call or SMS text message.

UF GatorLink Account Management

Verification Code

Please enter the verification code you received either through text (SMS) or voice call.

← BACK **NEXT →**

a.

7. Accept the terms of the UFIT Acceptable Use Policy. Press ACCEPT. Choose a new password following the guidelines. Remind employee that password will expire in 1 year.

UF GatorLink Account Management

Acceptable Use Policy

This represents a summary of the University's Acceptable Use Policy. Users are required to comply with the entire policy, which can be found by clicking [here](#). Approval requirements are detailed in the full policy.

Introduction

University Information Technology (IT) resources are to be used for university-related purposes. Some examples of IT resources are computers, software, networks, and electronic devices. This policy applies to all users of university IT resources, whether affiliated with the university or not, and to all users of those resources, whether on campus or from remote locations. Users are responsible for following the University's Acceptable Use Policy.

General Rules

Users of university IT resources must comply with all applicable legal requirements. Users are responsible for any activity originating from their accounts. Users shall not share their accounts and passwords. Users shall not use IT resources to gain unauthorized access to anything. Disruptive use of university IT resources is not permitted. University IT resources shall not be used for commercial purposes without prior approval. Occasional personal use of university IT resources by employees is permitted when it does not consume a significant amount of those resources, is otherwise in compliance with this policy, and meets with the approval of those supervisor. The university may monitor the activity and accounts of any users of university IT resources. Communications made concerning university business are generally subject to the Florida Public Records Law and retention requirements. Users must not augment the university network infrastructure without prior approval. Additional requirements apply to the collection, use, storage, and maintenance of Restricted Data.

Consequences of Violations

Users who violate this policy may be subject to penalties and disciplinary action, including expulsion, dismissal, or revocation of user access.

ACCEPT & CONTINUE

a.

UF GatorLink Account Management

Create a new password

Your GatorLink password is valid for **365 days** or until you are prompted to change it. Contact the UF Computing Help Desk at [352-392-HELP](tel:352-392-HELP) (4357) or helpdesk@ufl.edu for assistance. Your GatorLink password must meet the following requirements.

1. It cannot be the same value as your GatorLink username.
2. It must NOT contain a word that is found in an English-language dictionary.
3. It must be at least 8 characters long (instead of a password, you may use an 18- to 48-character "pass phrase." If so, fewer restrictions apply).
4. If it is less than 18 characters long, it must contain at least one character from three of the following four elements:
 1. Numbers
 2. Lowercase letters
 3. Uppercase letters
 4. Punctuation or special characters.

NEXT →