# 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

   a. 
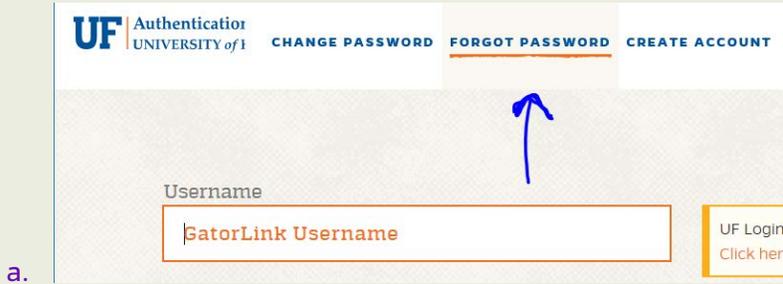
2. Select SELF-SERVICE RESET option

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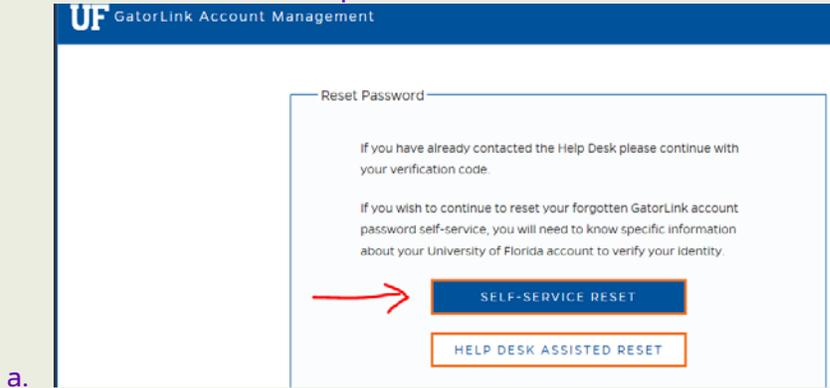
3. Enter employee's UFID number and Gatorlink ID in the fields. Check the I'M NOT A ROBOT recaptcha.

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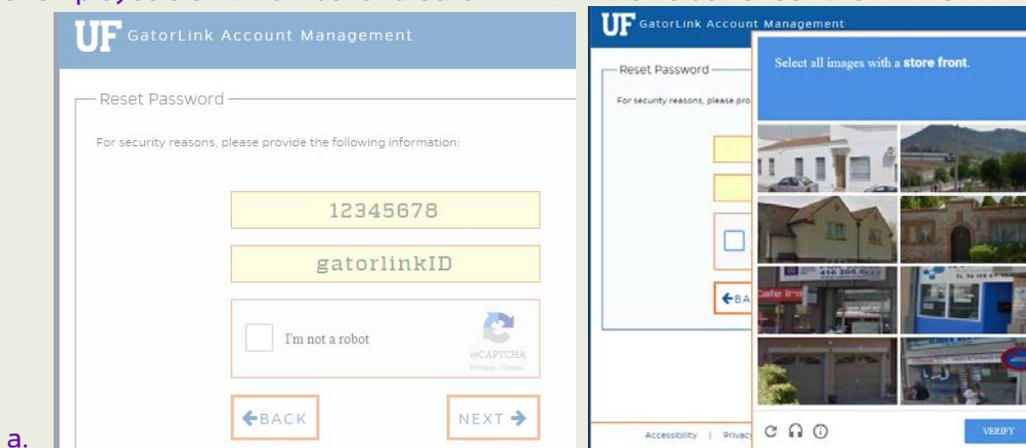
4. Enter birth month and day. Press NEXT.

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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).

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

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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.

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