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).

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

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.