



EXCHANGE STUDENT GUIDE: UF STUDENT ACCOUNT

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Terms & Resources

This section covers common terms used in reference to student accounts at UF. Also provided is the contact information for offices on campus that manage student accounts.

Common Terms:

UFID Number

UFID is an eight-digit number (#### - ####) that serves as the primary way to identify students in all university records and transactions. The number is preassigned by the university. All students, employees and others associated with the university have a UFID number. *UFID numbers will be emailed to Exchange Students by the Exchange Student Coordinator.*

[GatorLink Account](#)

GatorLink is the credential (username and password combination) used for access to most campus systems, including the myUFL Portal, wireless and local networks. *More information in the Student Account set-up section.*

[Account Holds](#)

Account Holds are placed on your UF student accounts prior to course registration. Course registration would not be permitted until Account holds are removed. *More information in the Account Holds section.*

Gator 1 Card

The Gator 1 Card is a student ID that can be used on campus. The Gator 1 ID lists the students, name, UFID number and photo. The card can be purchased for USD \$15 once students arrive in the U.S. *More information found here:* <https://www.bsd.ufl.edu/g1c/idcard/location.asp>

Available Resources

The UF Computing Help Desk manages GatorLink Account set-up and maintenance.

UF Computing Help Desk Contact Information:

Walk-in: HUB 132

Phone: +1 (352) 392-HELP (4357)

Email: helpdesk@ufl.edu

Hours of Operation

Monday-Thursday: 7:30am-10:00pm

Friday: 7:30am-5:00pm

Weekends: 12:00pm-6:00pm

Exceptions & Holidays

Instructions: Student Account Set-Up

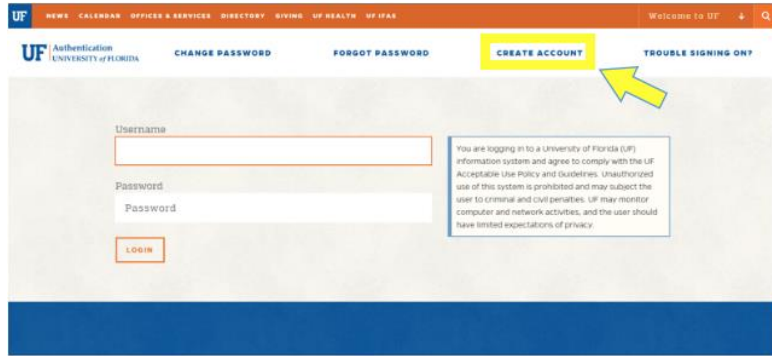
This section covers how to set-up a UF student account, also known as a GatorLink account. Information consolidated from: <http://identity.it.ufl.edu/process/gatorlink/create-account/>.

When can the GatorLink account be set-up?

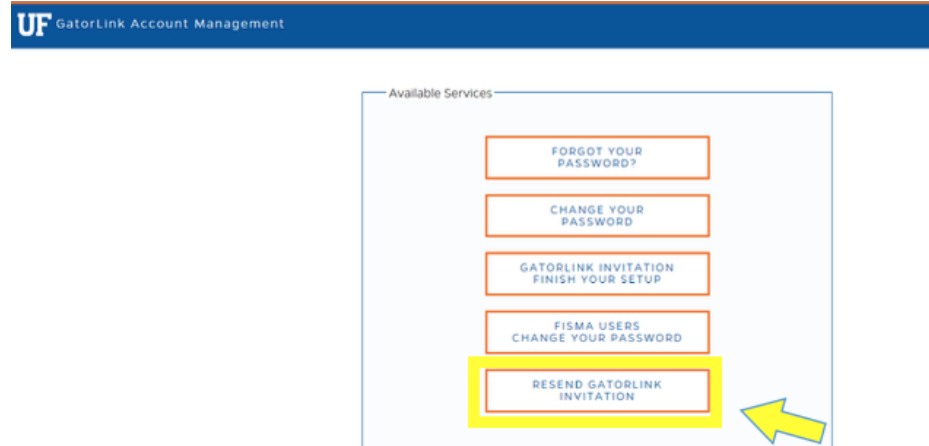
Students need to first receive their UFID numbers. From that point, students should typically be eligible for set-up within a week.

How to Create a GatorLink Account

Students will receive a GatorLink Account Invitation to their personal email. Once the invitation code is received, students can visit login.ufl.edu and click on the Create Account button on the top of the page. Students must have their UFID and invitation code to create the GatorLink account. Follow the prompts to create a username and password. Once completed, students will need to wait up to one hour for your account to activate to be able to access UF webpages.



If you have not received an Invitation in your email, please visit <https://account.it.ufl.edu> and click on the Resend GatorLink Invitation button.



If this does not work, please contact the UF Computing Help Desk. They will check to see if you have met the basic requirements for an account, which you should have included on your online Non-Degree Registration Request:

- Business name
- Date of birth
- Phone number
- Email address

Account Holds

This section covers Account Holds and how to remove them. Account Holds are required for all UF students and are not specific for International Students. All holds for a semester are posted in the student's [One.UF](#) account. Exchange Student Services helps give additional information, however the International Center has no role in removing holds.

□ **ADMINISTRATIVE-MANDATORY HEALTH INSURANCE**

This hold appears on student records each semester. Students may view this hold in their [One.UF](#) account and click on the corresponding link. All newly admitted or re-admitted students who are enrolled at least half-time in a UF program and are attending any campus of the University of Florida will be required to show adequate health insurance as a condition of enrollment. Please note this is not an insurance hold, this is the acknowledgement for the mandatory health insurance requirements for all students. *More information about the mandatory proof of health insurance requirement can be found at this link here:*

<http://healthcompliance.shcc.ufl.edu/insurance/>

□ **EMERGENCY CONTACT INFORMATION NEEDED**

Students are required to provide emergency contact information each semester. This hold can be easily satisfied and removed through the student's [One.UF](#) account. This hold is requesting contact information in case there is a need to contact someone close to the student in the event of an emergency. Once the information is input and submitted, this hold will automatically be removed.

□ **REGISTRATION PREPARATION HOLD**

UF is requesting students to read the policy in regards to class registration

and enrollment. Once students read and click ACCEPT this hold will automatically be removed. This hold will appear each semester. *Please note, exchange students will be exempt from paying tuition, although this hold asks students to acknowledge tuition responsibility.*

□ **LOCAL ADDRESS INFORMATION NEEDED**

This hold can be easily satisfied and removed through the student's [One.UF](#) account. UF is requesting students to update local address information. Once students submit the address, this hold will automatically be removed. This hold will appear each semester.

□ **IMMUNIZATION HOLD**

All UF students are required to satisfy UF's immunization requirements. The UF Health Compliance Office controls this hold. A student must satisfy these requirements by submitting an immunization form *before* the UF Health Compliance Office removes the immunization hold. The hold may not be removed for a two weeks as review of individual forms is required.

Immunization Information:

<http://healthcompliance.shcc.ufl.edu/immunizations-2/immunizations/>

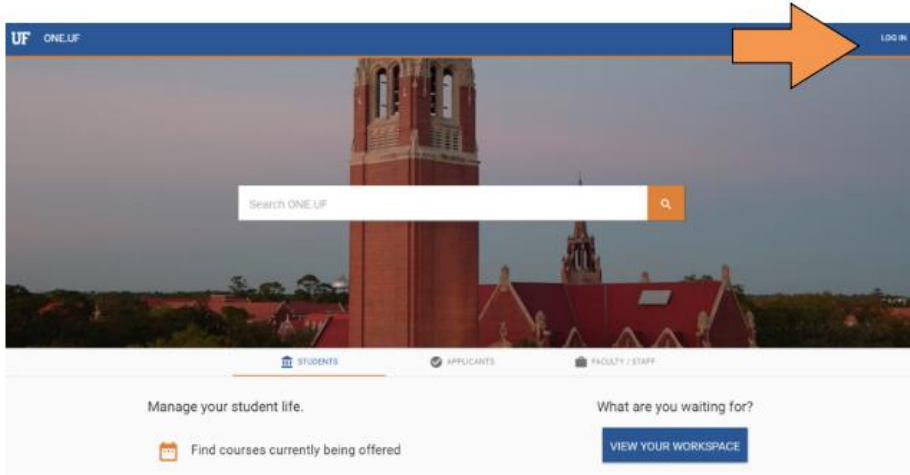
Immunization Form: https://com-shcccompliance.sites.medinfo.ufl.edu/files/2017/02/ACL-002_p3-form.pdf

Forms, documents and questions can be emailed to:

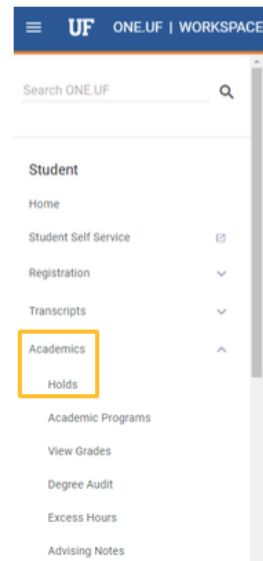
healthcompliance@shcc.ufl.edu

How to Remove Account Holds

1. Navigate to [ONE.UF](https://one.uf.edu) or <https://one.uf.edu>
2. Click on Log In located in the right-hand corner



3. Use your GatorLink account username and password to log in
4. Click 'Academics' and then "Holds"
5. Holds that are relevant to you will be listed under 'Action Items'. Clear each hold by following the instructions listed. Each hold should disappear as they are resolved. If in the process of following the directions you have any questions, please use the contact information xgiven for each hold.



Exchange Student Check-List

- Receive UFID number over email
- Create GatorLink account (*wait up to one week from the time the UFID number is received*)
- Access [One.UF](#) Account to Remove Account Holds
 - Administrative Mandatory Health Insurance (Students may need to separately submit a waiver of proof of Health Insurance)
 - Emergency Contact Information Needed
 - Registration Preparation Hold
 - Local Address information Needed
 - Immunization Hold
- Separate submission of [Immunization Form](#) Required
- Complete [Course Registration](#) via [One.UF](#) (*Law, Business, Engineering students will be registered by their academic departments*)