

1. Go to Destiny One Public View Website: reg.pwd.aa.ufl.edu
2. Browse or search for a course. You can use the “Advanced Search”, “Courses”, or “Colleges and Programs” options at the top of the page to search for the desired course.



For “Advanced Search”

- a. Enter the course number, any part of the course title, or a keyword into the textbox.

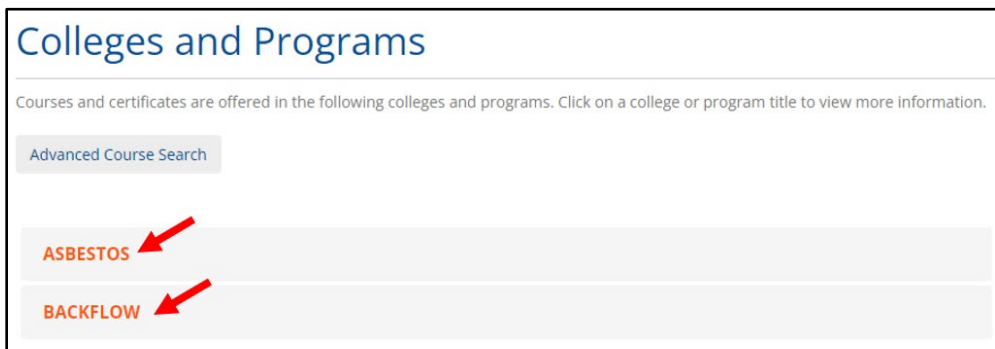
A screenshot of the 'Advanced Course Search' form. The title is 'Advanced Course Search'. Below it is a sub-header 'Search for courses using any of the following criteria.' and a dropdown menu showing 'You are currently searching for courses in University of Florida Change'. A text input field is highlighted with a red box, containing the placeholder text 'Enter a course number, any part of the course title, or a keyword:'. Below the input field are buttons for 'Advanced Search Options +', 'Reset', and 'Search'.

- b. Click the “Search” button.

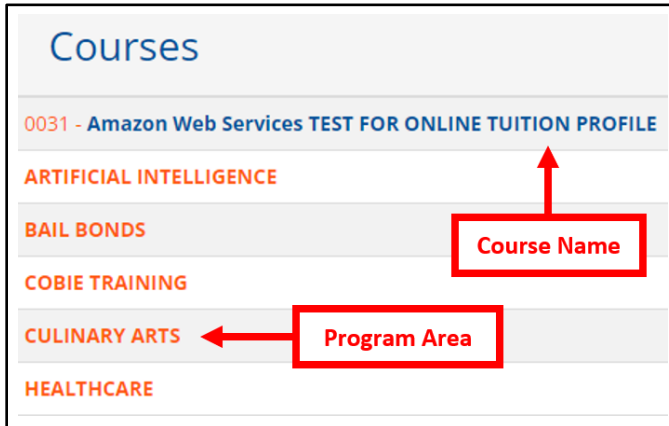
A screenshot of the 'Advanced Course Search' form, identical to the previous one. The 'Search' button at the bottom right is highlighted with a red box.

For “Colleges and Programs”

- a. Click the hyperlinked college or program name.

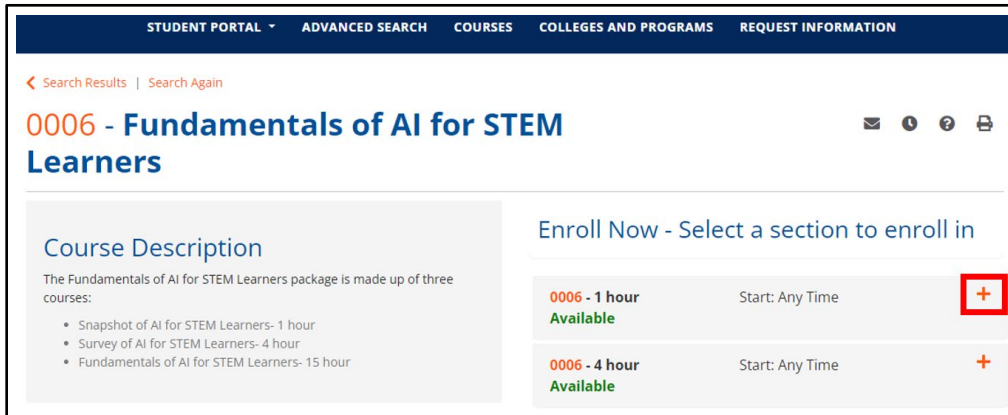


- b. Select the hyperlinked course name or program area.

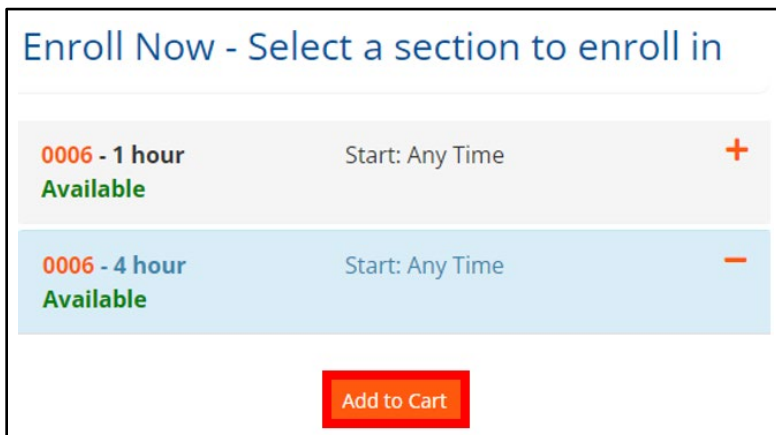


Now you are on the Course Page. From here you can view the different offerings, offering details, and course description.

- 3. Select the orange plus next to the course offering you wish to be registered for.



- 4. Review the course offering information to confirm you are selecting the appropriate offering. Select the “Add to Cart” button when you are ready.



You are now viewing your cart. From here you can add additional courses, enter discount codes, or proceed to checkout.

- Review the information and confirm the course and amount are correct. Select either “Checkout” button to proceed to processing.

Cart (1 Item)

Keep Shopping
🔒 Checkout

Item	Options	Quantity	Subtotal
<div style="font-size: 0.8em;"> Course Survey of AI for STEM Learners 0006 - 4 hour Fee: \$249.00 Remove Save for Later </div>	Fee: 4 hour \$249.00	1	\$249.00
Subtotal			\$249.00
Total			\$249.00

Keep Shopping
🔒 Checkout

- You will be redirected to login. Select the desired External Login and log in to the associated account.

People with active University of Florida GatorLink accounts:

Log in with GatorLink

If you don't have a GatorLink account, log in with the social account you prefer:

Google Login

LinkedIn Login

Microsoft Login

Now you are on the Prior Account Search page. This page verifies whether you have an existing account within the UF Destiny One system or if you need to create a new account.

- 7. Enter the required information and select the “Submit” button.

SEARCH FOR AN EXISTING ACCOUNT.

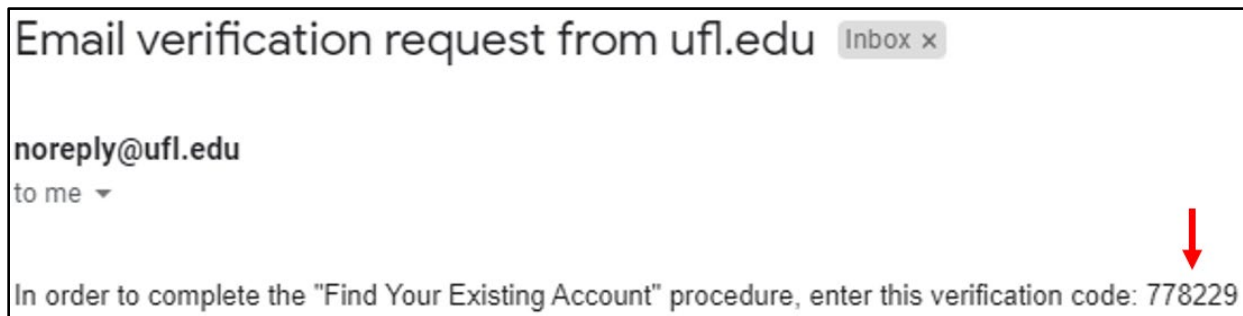
BEFORE YOU MOVE ON, PLEASE ENTER YOUR INFORMATION BELOW TO SEE IF YOU'RE ALREADY IN UF'S SYSTEM

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Date of Birth (MM/DD/YYYY) *	<input type="text" value="MM/DD/YYYY"/>
Email Address (one that you might have used with UF before and to which you still have access) *	<input type="text"/>
Personal Phone Number (one that you might have used with us before. Example: 3525551212) *	<input type="text"/>

* indicates required fields.

University of Florida
Gainesville, FL 32611
** UF Help Desk: (352) 392-4357 **

- 8. Regardless if an account is found or not, you will be sent a verification code to your email address in order to verify your account. Below is an example email:



- 9. Enter the verification code into the “Email Verification Code” box.

Email Verification Code

• • • | • • •

Please enter the verification code in the field above.

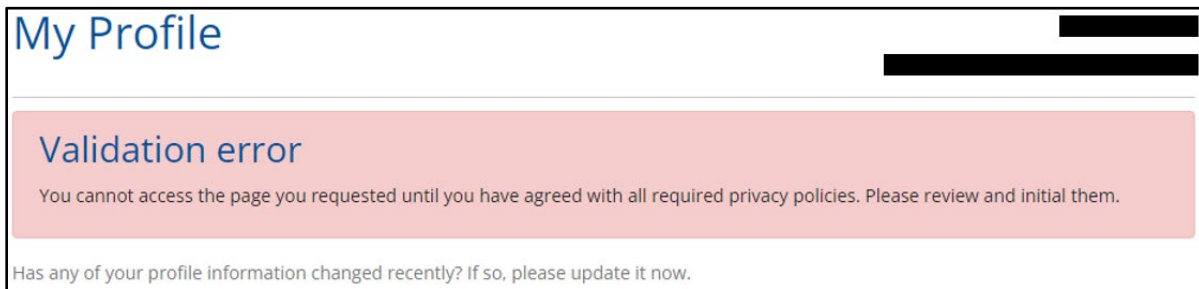
10. Click the “Submit” button once the “Verified!” notification appears.

Now you are on the Destiny One Contact Information page. This page allows you to add your information.

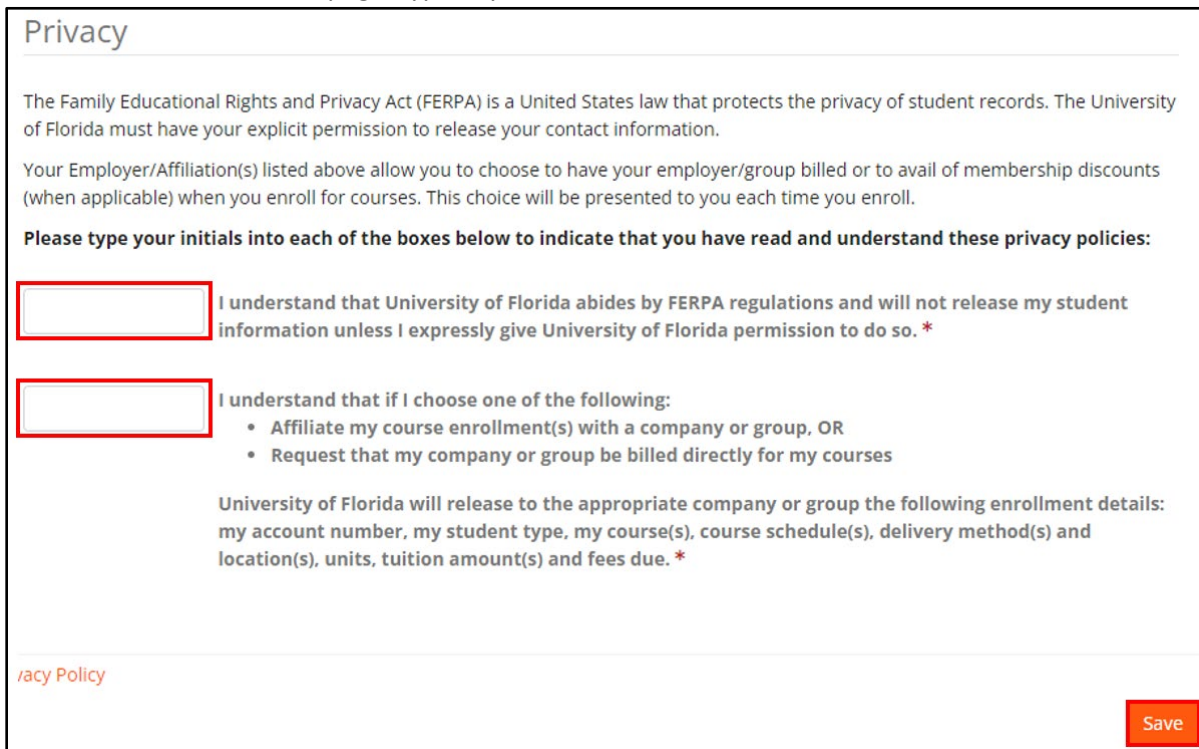
11. Enter the required information (name, email, etc.) and click the submit button at the top or bottom of the page.

12. Once you have successfully completed your additional information, click on the cart button at the top of the page to go back to your cart and check out.

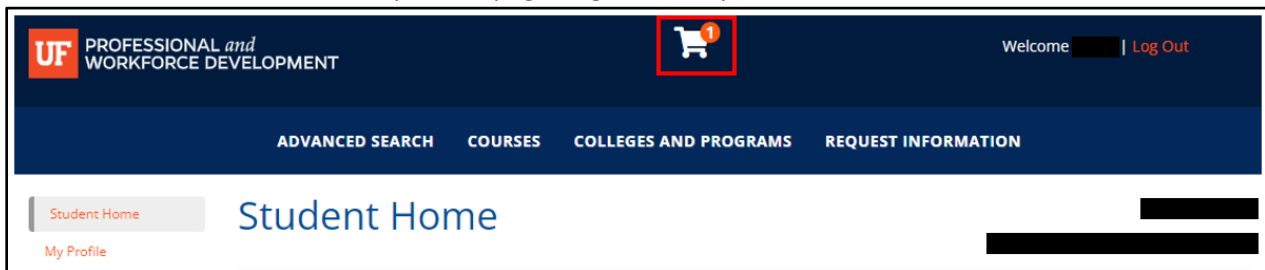
13. You might receive an error message if you have not accepted the privacy policies. This is especially true if you are a new user.



14. Scroll to the bottom of the page, type in your initials and click the “Save” button.



15. Click on the cart button at the top of the page to go back to your cart and check out.



16. Scroll down and select your payment method.

Note: Some courses may only have a “Credit Card” payment option.

Cart

Item	Selected Options	Quantity	Subtotal
<div style="display: inline-block; vertical-align: middle;"> <p>Course</p> <p>Survey of AI for STEM Learners</p> <p>0006 - 4 hour</p> </div>	<p>Fee :</p> <p>4 hour \$249.00</p>	1	\$249.00
Subtotal			\$249.00
Total			\$249.00

Select a payment method:*

Credit Card Other methods

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

a. If you select “Other methods”, use the dropdown box to indicate which method you plan to use.

Select a payment method:*

Credit Card Other methods

Your request will be forwarded to Registration for processing

Policy Confirmation

Payment Method
▼

Check

Purchase Order

17. Answer any required questions.

Respond to the following questions

Questionnaire

The following questions are for your enrollment in a course belonging to Professional Development

How did you hear about us?*

▼

18. Read the Policy Confirmation information and select the agreement checkbox.

Policy Confirmation

Please read the following policy:

Office of Professional and Workforce Development

If students are taking an online course and wish to drop, there can be no coursework completed in the course and there will be a \$30 drop fee. If students are taking

I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *

[Print Registration Policies](#)

[Keep Shopping](#) [Continue Checkout](#)

19. Click the “Continue Checkout” button.

I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *

[Print Registration Policies](#)

[Keep Shopping](#) [Continue Checkout](#)

20. If you paid via **Other Method**, your registration is completed and will be forwarded to Staff for review.

Other Method Confirmation Page

[My Profile](#) / [Payment](#) / [Receipt](#)

Pay by Another Method

Your shopping cart has been forwarded to Registration for processing.

[Return to the home page](#)

21. If you paid via **Credit Card**, you will be redirected to a secure payment page. Enter your credit card information.

University of Florida

Fields marked with * are required.

Payment Details

Amount: 249.00

Billing Information

Card Number * CVV2 EXP *

Credit/Debit Card Number 999 MMYY

First Name * Last Name *

First Name Last Name

[Process Payment](#) [Cancel](#)

22. Click the “Process Payment” button.

University of Florida

Fields marked with * are required.

Payment Details

	Amount: 249.00
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Billing Information

Card Number * <input type="text" value="Credit/Debit Card Number"/>	CVV2 <input type="text" value="999"/>	EXP * <input type="text" value="MMYY"/>
First Name * <input type="text" value="First Name"/>	Last Name * <input type="text" value="Last Name"/>	

23. You will be redirected back to Destiny One’s Receipt page. A copy of your receipt and registration confirmation will be sent to the email address on file shortly.

Confirmation Email Example

University of Florida

Thank you for choosing Office of Professional and Workforce Development for your educational needs.
This communication serves as verification that enrollment into our program has been received and processed.

[REDACTED]
 Gainesville, FL, 32608
 USA
[REDACTED]

[REDACTED] is now enrolled in:
 Course Name: 0008 - 4 hour Applied Data Science AI
 Enrollment Date: 11 Mar 2022
 Due Date: 10 May 2022

If you have any questions, contact Office of Professional and Workforce Development at (416) 000-0000.
You can also contact Office of Professional and Workforce Development anytime by emailing test@moderncampus.com.

This message has been sent to you by:

Office of Professional and Workforce Development
 Destiny Address
 Toronto, ON M4S 3C3
 Phone: (416) 000-0000
 Fax: (416) 000-0000
 Email: test@moderncampus.com

Receipt Email Example

University of Florida

[REDACTED]
 Gainesville, FL, 32608
 USA
[REDACTED]

Student Number: [REDACTED]

11/03/2022 03:14 PM
Transaction Basket Number: 83

This is confirmation of the following:
Enrollment in:
 0008 - 4 hour Introduction to R
 Section Due Date: 10 May 2022
 Schedule:
 Date and Time TBA
Special Information about this Course:

Official Receipt
Please find a printer-friendly version of the Official Receipt attached.
You must have the latest version of Adobe Reader installed to view the attachment.
You can download it free of charge from adobe.com

UF **PROFESSIONAL and WORKFORCE DEVELOPMENT**