

## **Accessing Your Online Training**

## Follow these instructions to access your course:

- 1. This course is optimized for the Google Chrome browser, so make sure you are using it for this training <a href="https://www.google.com/chrome/">https://www.google.com/chrome/</a>
- 2. Follow this link: <u>https://elearning.ufl.edu/</u>

3. Click on the blue log in button (continuing education) and choose

an account to log in with (this can be any of the accounts presented

to you, Google(Gmail), LinkedIn, or Microsoft).

## LOG IN TO CONTINUING EDUCATION →

\*Non-registrar classes (CEUs, professional and workforce development, and others)



- 4. It will then look you up in the system for an existing account.
  - a. Be sure to enter the email and phone number (no dashes!) you provided your company for registration in the designated fields.
  - b. If you do not recall the information used for registration, please contact our office for assistance.

BEFORE YOU MOVE ON, F	PLEASE ENTER YOUR	INFORMATION BELOW TO	SEE IF
irst Name *	1		
ast Name *			
ate of Birth (MM/DD/YYYY) *	MM/DD/YYYY		
mail Address (one that you might have used with F before and to which you still have access) ^			
ersonal Phone Number (Only enter phone number gifs starting after your country code. Do not clude dialing prefixes [e.g. 00] or use spaces or sshes) *	O North America and Caribbean Country Code * Phone Number *	North America and Caribbean (1)	v
	O International Number		
	Country Code *	Afghanistan (93)	~
	Phone Number *		

- 5. You will then be sent a verification code and once the verification is entered, you will have access to your course.
- 6. You will be using this link:

https://elearning.ufl.edu/ and clicking the blue button each time you wish to log in (as long as you log in with the same account each time, you will only have to do the system look-up once).