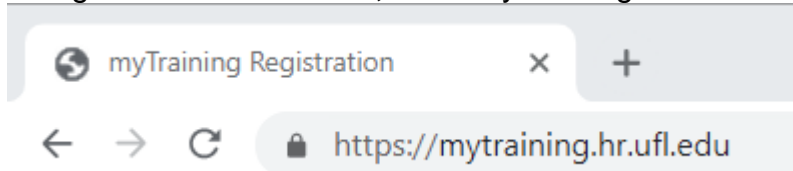


myTraining Tutorial

Description

Accessing courses in myTraining

1. Using **Chrome or Firefox**, enter myTraining.hr.ufl.edu in the URL address bar

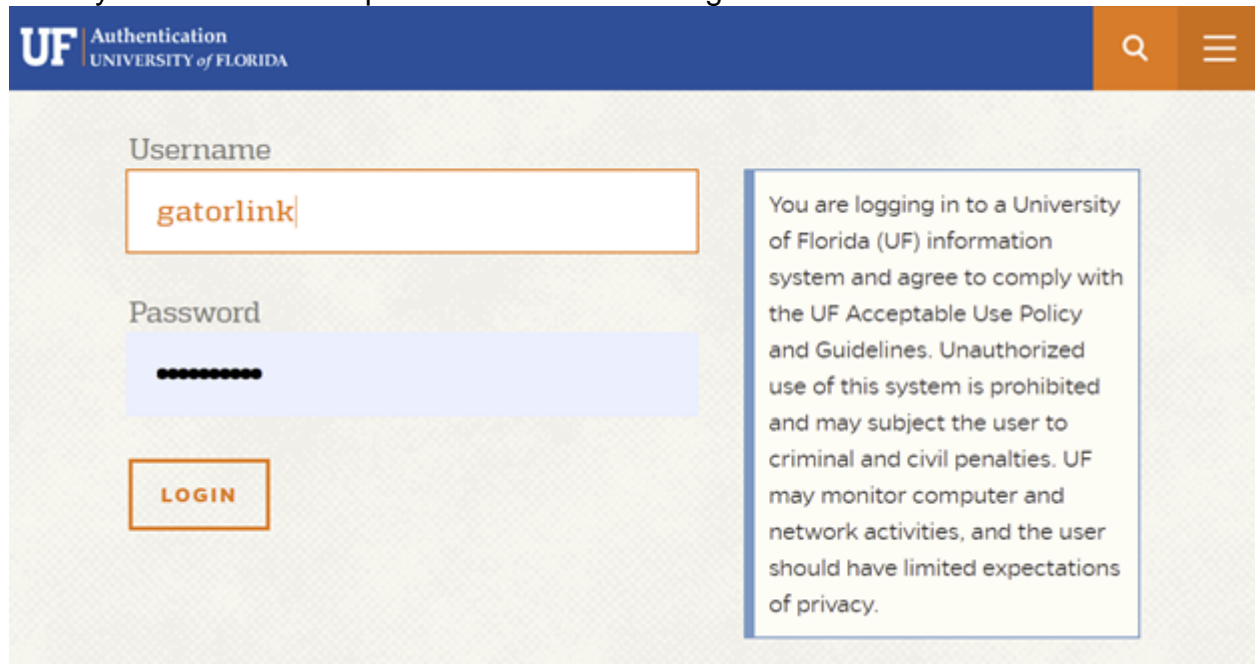


2. Select the appropriate button to enter the system



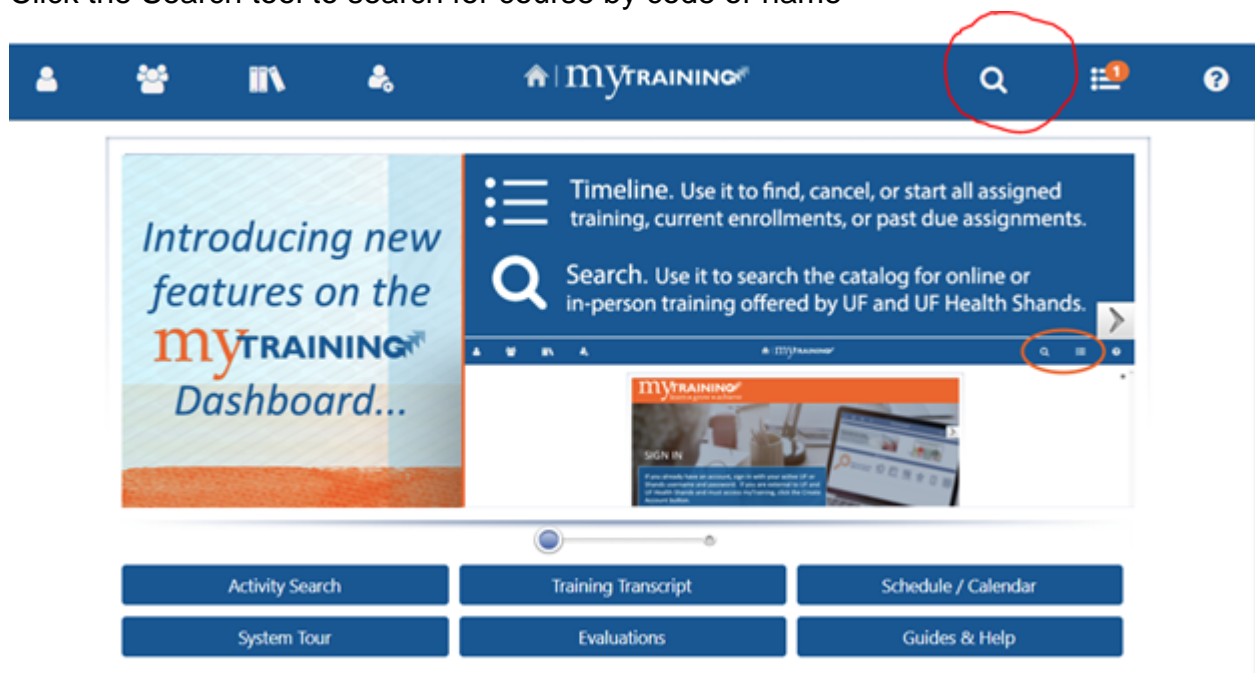
- 3.

Enter your Gatorlink and password – Click the Login button



The image shows the University of Florida Authentication login page. At the top left is the UF logo and the text "Authentication UNIVERSITY of FLORIDA". At the top right are search and menu icons. The main content area has a "Username" field containing "gatorlink", a "Password" field with masked characters, and a "LOGIN" button. To the right of the login fields is a text box with the following text: "You are logging in to a University of Florida (UF) information system and agree to comply with the UF Acceptable Use Policy and Guidelines. Unauthorized use of this system is prohibited and may subject the user to criminal and civil penalties. UF may monitor computer and network activities, and the user should have limited expectations of privacy."

4. Click the Search tool to search for course by code or name



The image shows the myTRAINING dashboard. The top navigation bar includes icons for user profile, groups, books, and a search icon (magnifying glass) which is circled in red. Below the navigation bar is a banner with the text "Introducing new features on the myTRAINING Dashboard...". To the right of the banner is a "Search" section with a magnifying glass icon and the text "Search. Use it to search the catalog for online or in-person training offered by UF and UF Health Shands." Below this is a smaller version of the dashboard with a search icon also circled in red. At the bottom of the dashboard are six buttons: "Activity Search", "Training Transcript", "Schedule / Calendar", "System Tour", "Evaluations", and "Guides & Help".

5.

Enter the course code or name and press enter or search icon



Search

WHAT ARE YOU LOOKING FOR TODAY?

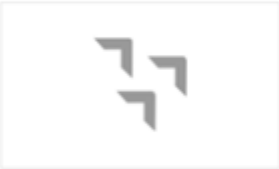
LEARNING ▾

Use [See all results for "EHS809"](#) where to start? For more on using enterprise search, see the online help.

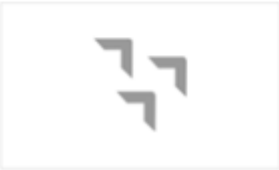
6. Click on the course name or the menu buttons on the right hand side to start

LEARNING ▾

2 results for "EHS809" Sort By: Best Match ▾



ONLINE COURSE
Hazardous Waste Management (1.3)
In order to ensure that the University of Florida is in compliance, this annual training is required for...
UF_EHS809_OLT



ONLINE COURSE
Hazardous Waste Management Off Campus Facilities
This training presentation has been developed by University of Florida's UF Environmental Health &...
UF_EHS809A_OLT