

# [ Creating A GatorLink Guest Account ]

A *GatorLink Guest Account* is a time-limited computer account created for a single individual who requires temporary affiliation with the University of Florida (UF). The account allows **temporary access** to **wireless networking** and the **myUFL portal**. Both the affiliation and the account are automatically expired after 14 calendar days.

You must have the **UF\_PA\_GA\_GUEST\_SINGLE** role in order to create a *GatorLink Guest Account*. Contact your Department Security Administrator (DSA) to request the role on your behalf. After the role is assigned, create *GatorLink Guest Accounts* using a menu item in the myUFL portal.

## To create a *GatorLink Guest Account*:

- ▶ Log on to myUFL (<http://my.ufl.edu>) using your GatorLink username and password
- ▶ Navigate to GatorLink Account Management > Create GatorLink Guest Account (see below)

**Menu**

- ▶ My Account
- ▶ My Self Service
- ▶ Calendars
- ▶ Help
- ▶ Local Interest
- ▶ Quick Links
- ▶ Search
- ▶ Access Request System
- ▶ Bridges Transition
- ▶ Enterprise Reporting
- ▼ GatorLink Account Management
  - Create GatorLink Guest Account
- ▶ Manage Content
- ▶ Manager Self Service
- ▶ Travel and Expenses
- ▶ Portal Administration
- ▶ Worklist
- ▶ PeopleTools

**Create GatorLink Guest Account**

Please enter the information about your guest in the fields below.

**Create UF Guest Identity**

\*Last Name:

Middle Initial:

\*First Name:

\*Phone Number:

\*Email Address:

\* Indicates Required Field

- ▶ Enter the information about your guest in the fields provided
  - ▶ *Last Name, First Name, Phone Number, and Email Address* are required fields
- ▶ Click the **Create UF Guest Identity** button
- ▶ Enter a GatorLink username for your guest in the field provided
  - ▶ A suggested username would be the first letter of the first name followed by the last name (16-character maximum)
- ▶ Click the **Next** button
- ▶ Enter a GatorLink password for your guest or select the **Generate Password** button to have one automatically created
- ▶ Click the **Complete** button to finish creating the guest account
- ▶ Provide the newly generated username and password to your guest.