

STUDENT QUICK REGISTRATION PROCESS

A prospective student clicks on the green “Enroll in this activity” button.

The screenshot shows the 'Quick Registration' page for the University of Florida. At the top, there are navigation links for 'ALL ACTIVITIES' and 'MY ACTIVITIES'. The main heading is 'CITT Instructional Design Workshop'. Below the heading, there is a descriptive paragraph about the workshop, followed by a recommendation for instructors. A list of topics is provided, including instructional design process, best practices for teaching online, lecture presentations, assignments and assessments, effective discussion boards, and groups. A prominent green button labeled 'Enroll in this activity' is located at the bottom left of the main content area. On the right side, there is a light blue sidebar containing 'Activity Details' (Fee: Free, Section: Ongoing, Activity Start: Any time) and 'Contact Information' (CITT Workshop, Email, Phone, Address: Turlington Hall, Gainesville, Florida 32611). A second green 'Enroll in this activity' button is positioned at the bottom of the sidebar.

UF Quick Registration
UNIVERSITY of FLORIDA

ALL ACTIVITIES **MY** ACTIVITIES

CITT Instructional Design Workshop

The CITT ID Workshop simultaneously overviews the instructional design process and highlights the pedagogical building blocks of online course design and management. Participants will experience an online learning environment from the student perspective while exploring data-supported theory and methods through lectures, readings, research, resources, models, and optional activities. This workshop is open to any interested instructors and can be completed in 5–7 hours on your own schedule.

The CITT ID workshop is **highly recommended** for any instructor interested in developing an online, blended or hybrid course, flipped classroom, or MOOC.

Topics include:

- The instructional design process
- Best practices for teaching online
- Lecture presentations
- Assignments and assessments
- Effective discussion boards
- Groups

Enroll in this activity

Activity Details

Fee
Free

Section
Ongoing

Activity Start
Any time

Contact Information

CITT Workshop

Email:

Phone:

Address:
Turlington Hall
Gainesville, Florida 32611

Enroll in this activity

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The student is asked about their association with UF

1. Students without a GatorLink account should choose the first option, “No”. The instructions for creating a GatorLink account are included in this document.
2. Students who already have a GatorLink account should choose the second option, “Yes”.
3. Students that have used QuickReg in the past but their GatorLink account is inactive should choose the third option. They will need either their UFID, their GatorLink user name, or the email they used when they originally registered for their GatorLink. This option will reactivate their GatorLink account. They may also need to reset their [GatorLink password](#).
4. Students who can't remember their GatorLink account or UFID should contact the UF help desk at (352) 392-4357.



The screenshot shows the top navigation bar of the UF Quick Registration page. It includes the UF logo, the text 'Quick Registration UNIVERSITY of FLORIDA', and two menu items: 'ALL ACTIVITIES' and 'MY ACTIVITIES'. Below the navigation bar is a large question: 'Do you have a GatorLink account?'. Underneath the question are three buttons for selection: 'No', 'Yes', and 'Yes, but I can't log in'.

IMPORTANT

Students that need to create a GatorLink account must have the following information:

- **First Name**
- **Last Name**
- **Phone Number**
- **Date of Birth**
- **Email Address**

(If the student lives outside of the United States or Canada, they must have a cell phone number in order to create a GatorLink account.)

(Do not use the same email address to register several students, do not use your email address to register another student, each student must have their own unique email address.)

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Students without an existing GatorLink account, will need to fill out the GatorLink account registration form shown here. *This process does not register the student for the class.*

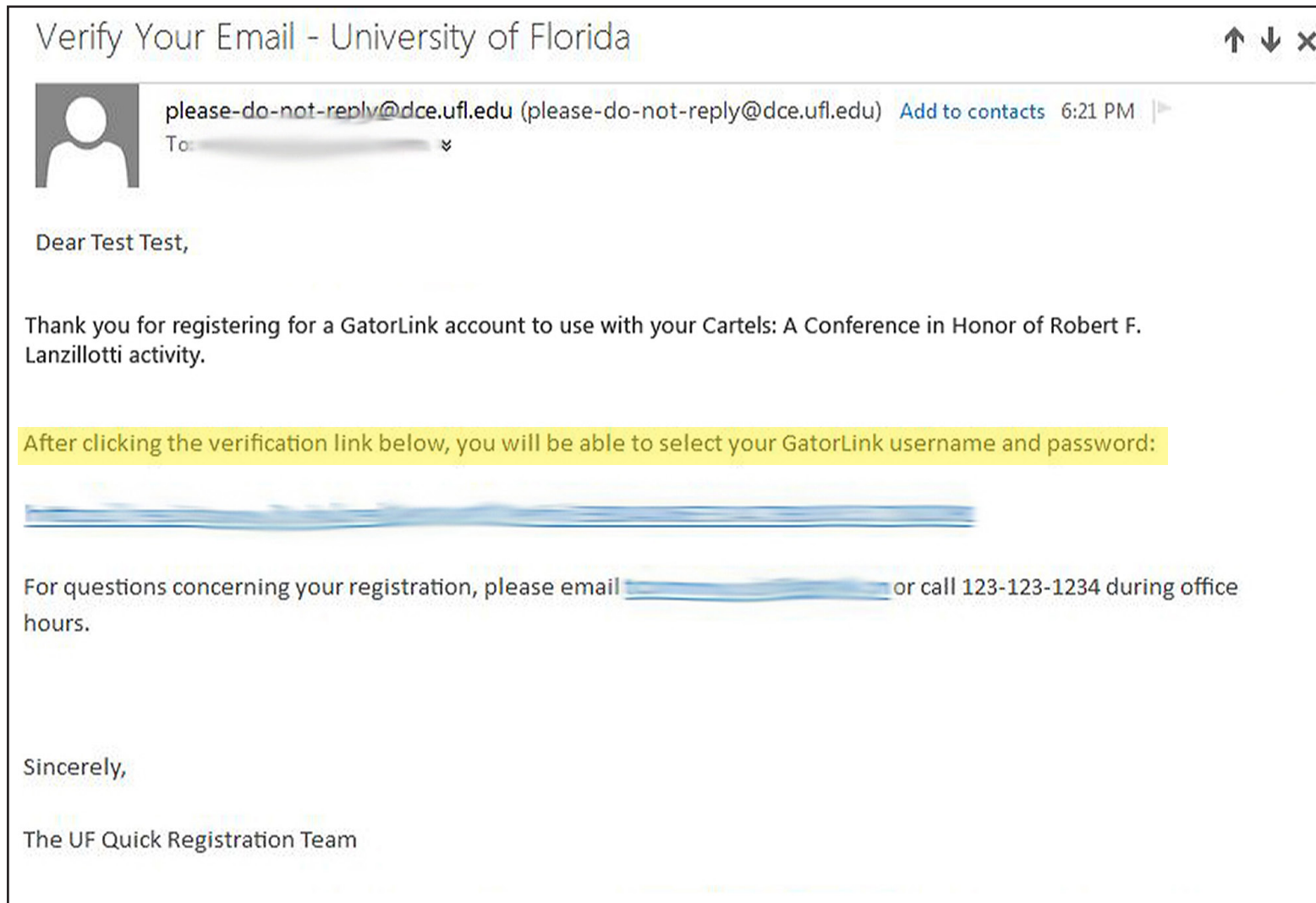
The GatorLink account form requires the student's first name, last name, phone number, email, and birth date. The program that is offering the course may ask for additional information such as address, professional license numbers, etc.

If there is a fee the student will need to agree to the refund policy.

The screenshot shows the 'Quick Registration' page for the University of Florida. At the top, there are navigation tabs for 'ALL ACTIVITIES' and 'MY ACTIVITIES'. Below these is a progress bar with four stages: 'REGISTRATION' (active), 'EMAIL VERIFICATION', 'CREATE GATORLINK', and 'COMPLETION'. The main heading is 'Register for a GatorLink account'. The form is divided into sections: 'Personal Information' and 'Terms of Use and Verification'. The 'Personal Information' section includes fields for 'First name', 'Last name', 'Phone country code' (a dropdown menu currently showing 'United States (+1)'), 'Area code', 'Phone number', 'Email', 'Confirm email', and 'Date of birth' (with separate dropdowns for Month, Day, and Year). There is also a field for 'UFID' with the instruction 'Leave blank if you don't have one'. The 'Terms of Use and Verification' section contains two checkboxes: one checked for 'Opt-out of marketing communications from this program.' and one unchecked for 'Opt-out of Google analytics User-ID feature. Learn more'. Below this is a 'Type the text' section with a CAPTCHA image showing the words 'pianagallo' and 'house' and a 'meCAPTCHA' logo. A 'Privacy & Terms' link is next to the CAPTCHA input field. At the bottom of the form is a green 'Register' button.

STUDENT QUICK REGISTRATION PROCESS

Once a student has submitted the GatorLink account registration form an email is sent to their email address to confirm that it is correct. This email contains a verification link that students **must** click on in order to create their GatorLink user name and password.



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After the student clicks on the verification link that was sent in the email, a UFID is automatically created for them and they are directed to a screen confirming their email was verified. The student must now click on the “Create your GatorLink” button as outlined in red below to create their GatorLink user name and password.

The screenshot displays the University of Florida Quick Registration interface. At the top left is the UF logo. The main header includes 'Quick Registration UNIVERSITY of FLORIDA', 'ALL ACTIVITIES', and 'MY ACTIVITIES'. A progress bar below the header shows four stages: 'REGISTRATION', 'EMAIL VERIFICATION', 'CREATE GATORLINK', and 'COMPLETION'. The 'CREATE GATORLINK' stage is highlighted in orange, indicating the current step. Below the progress bar, the text reads 'Email verified' followed by a confirmation message: 'Your email account has been successfully validated! Now that you've registered, the next step is to create your Gatorlink username and password by clicking on the "Create your GatorLink" button below.' A note states: 'Note: This process will take you to another website at UF.' A green button labeled 'Create your GatorLink' is highlighted with a red rectangular border.

STUDENT QUICK REGISTRATION PROCESS

After the student clicks on the “Create your GatorLink” button they will be taken to another website outside of Quick Registration to create their GatorLink account.
(This process is shown below and on the following five pages.)

Create GatorLink User Name Screen

Students must select a GatorLink user name from the list, then click on the “Next” button to continue.



The screenshot shows a web form titled "Create GatorLink Username". It displays the user's UFID as 38818421 and their name as User,Test. Below this, it asks the user to "Choose GatorLink Username" and provides an explanation: "Your GatorLink username is part of your UF Business E-mail which is displayed in the UF Phonebook and other public records." A list of available usernames is shown, with "testuser5" selected. A "NEXT" button with a right-pointing arrow is located at the bottom of the form.

Create GatorLink Username

UFID: 38818421
Name: User,Test

Choose GatorLink Username

Your GatorLink username is part of your UF Business E-mail which is displayed in the UF Phonebook and other public records.

The following GatorLink usernames are available for you to choose:

test.user	<input type="radio"/>	tuser	<input type="radio"/>
t.user	<input type="radio"/>	testuser5	<input checked="" type="radio"/>
te.user	<input type="radio"/>	user.test	<input type="radio"/>
usert	<input type="radio"/>	user.t	<input type="radio"/>
usertest	<input type="radio"/>	user.te	<input type="radio"/>

NEXT →

continued on next page...

STUDENT QUICK REGISTRATION PROCESS

GatorLink Account Creation...*continued from previous page.*

Contact Method Screen

The student selects how they wish to receive the verification code, either by voice, text, or email then click the "Next" button to continue.

Contact Method

A verification code will be sent to you via your selected contact method. You must have phone and email contacts on file with the university, to protect your identity before setting your new password. Please select one of the contact methods below:

Please note that voice calls are only available for US and Canadian numbers at this time.

Work Phone:	Ends with	<input type="radio"/> Voice
		<input type="radio"/> Text
Business Email:		<input type="radio"/> Email

You will be notified at the following email addresses regarding activities affecting your account.

Business Email:

Personal Email:

NEXT →

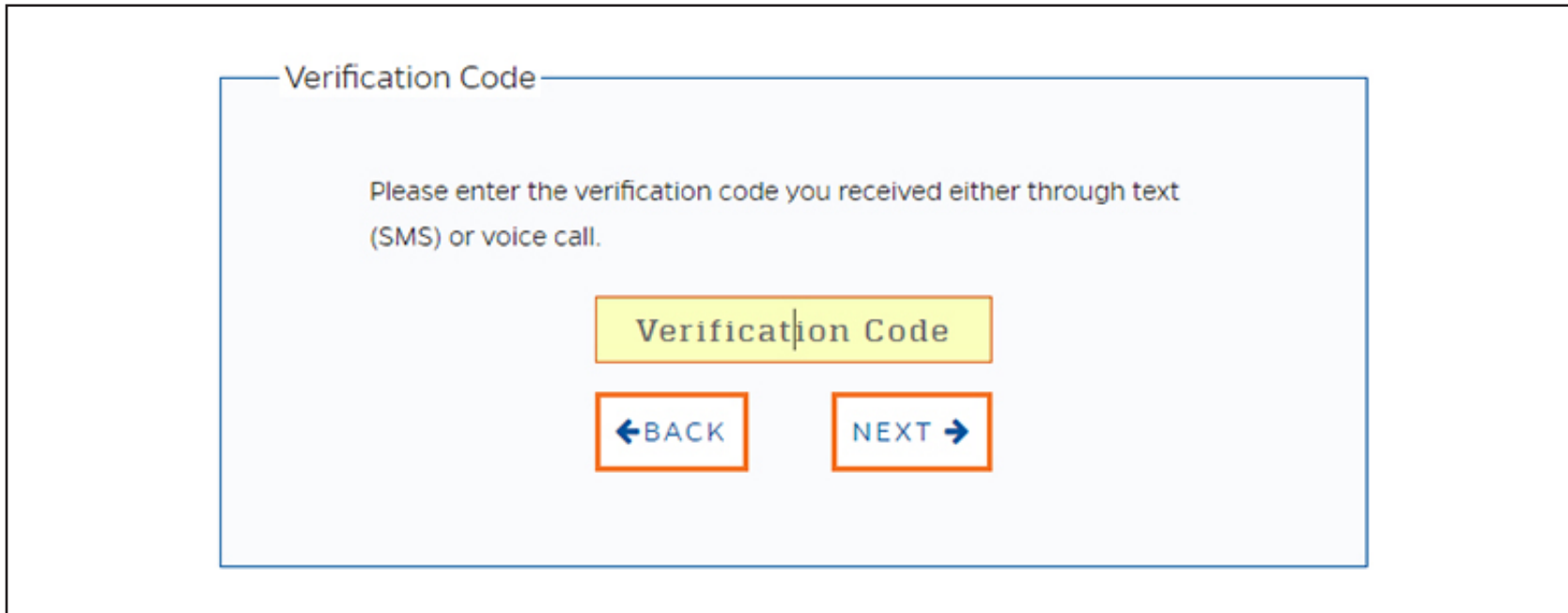
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STUDENT QUICK REGISTRATION PROCESS

GatorLink Account Creation...*continued from previous page.*

Verification Code Screen

The student must enter the verification code they received through voice, text, or email. Then click on the "Next" button to continue.



The screenshot shows a light blue rectangular box representing the verification code screen. At the top left of the box, the text "Verification Code" is displayed. Below this, a centered instruction reads: "Please enter the verification code you received either through text (SMS) or voice call." In the center of the screen is a yellow rectangular input field with the placeholder text "Verification Code" and a vertical cursor. Below the input field are two orange-bordered buttons: the left one contains a blue left-pointing arrow followed by the word "BACK", and the right one contains the word "NEXT" followed by a blue right-pointing arrow.

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STUDENT QUICK REGISTRATION PROCESS

GatorLink Account Creation...*continued from previous page.*

Acceptable Use Policy

The student must read and agree to the terms then click on the "Accept & Continue" button in order to continue.

Acceptable Use Policy

This represents a summary of the University's Acceptable Use Policy. Users are required to comply with the entire policy, which can be found by clicking [here](#). Approval requirements are detailed in the full policy.

Introduction

University Information Technology (IT) resources are to be used for university-related purposes. Some examples of IT resources are computers, software, networks, and electronic devices. This policy applies to all users of university IT resources, whether affiliated with the university or not, and to all users of those resources, whether on campus or from remote locations. Users are responsible for following the University's Acceptable Use Policy.

General Rules

Users of university IT resources must comply with all applicable legal requirements. Users are responsible for any activity originating from their accounts. Users shall not share their accounts and passwords. Users shall not use IT resources to gain unauthorized access to anything. Disruptive use of university IT resources is not permitted. University IT resources shall not be used for commercial purposes without prior approval. Occasional personal use of university IT resources by employees is permitted when it does not consume a significant amount of those resources, is otherwise in compliance with this policy, and meets with the approval of the supervisor. The university may monitor the activity and accounts of any users of university IT resources. Communications made concerning university business are generally subject to the Florida Public Records Law and retention requirements. Users must not augment the university network infrastructure without prior approval. Additional requirements apply to the collection, use, storage, and maintenance of Restricted Data.

Consequences of Violations

Users who violate this policy may be subject to penalties and disciplinary action, including expulsion, dismissal, or revocation of user access.

ACCEPT & CONTINUE

continued on next page...

STUDENT QUICK REGISTRATION PROCESS

GatorLink Account Creation...*continued from previous page.*

Create Password Screen

Students must create a GatorLink password, then click the "Next" button to continue.

Create Password

Your GatorLink password is valid for **365 days** or until you are prompted to change it. Contact the UF Computing Help Desk at 352-392-HELP (4357) or helpdesk@ufl.edu for assistance. Your GatorLink password must meet the following requirements.

1. It cannot be the same value as your GatorLink username.
2. It must NOT contain a word that is found in an English-language dictionary.
3. It must be at least 8 characters long (instead of a password, you may use an 18- to 48-character "pass phrase." If so, fewer restrictions apply).
4. If it is less than 18 characters long, it must contain at least one character from three of the following four elements:
 1. Numbers
 2. Lowercase letters
 3. Uppercase letters
 4. Punctuation or special characters.

New Password

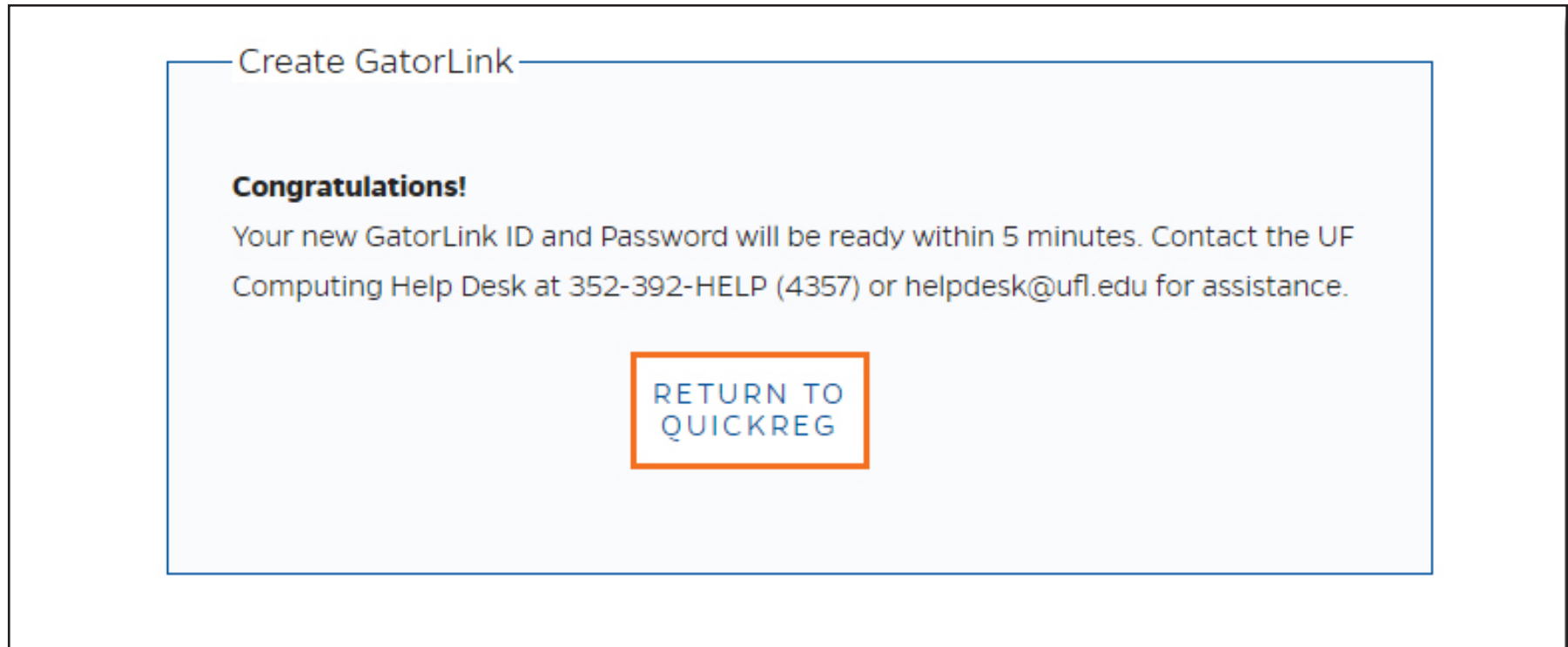
Confirm New Password

NEXT →

continued on next page...

STUDENT QUICK REGISTRATION PROCESS

GatorLink Account Creation...*continued from previous page.*



When the student is done creating their GatorLink account they will:

- **Course has fee:** click on the button to pay for their course (goes to IPAY) **OR**
- **Course is free:** click on the button to complete their enrollment (returns them to QuickReg)

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If there is a charge for the activity, the student will be directed to IPAY to enter their credit card information.

The screenshot shows the checkout page for the University of Florida's CASHNet SMARTPAY system. At the top left is the University of Florida logo with the tagline "The Foundation for The Gator Nation". Below it is the "CASHNet SMARTPAY" logo. In the top right corner, there are links for "checkout" and "sign out". The text "University of Florida E-Commerce" is displayed in the upper right area. A horizontal line separates the header from the main content. In the center, a message states "This site is owned and operated by Higher One, Inc." Below this, there is a checkbox and the text "I acknowledge that I have read and accept the [terms and conditions](#) of the Higher One, Inc. User Agreement." At the bottom of this section are two buttons: "Cancel My Transaction" and "Continue Checkout". The footer contains links for "terms", "privacy", and "security", along with the identifier "(hvn1webcn4)".

UF UNIVERSITY of FLORIDA
The Foundation for The Gator Nation

CASHNet SMARTPAY

checkout sign out

University of Florida E-Commerce

This site is owned and operated by Higher One, Inc.

I acknowledge that I have read and accept the [terms and conditions](#) of the Higher One, Inc. User Agreement.

Cancel My Transaction Continue Checkout

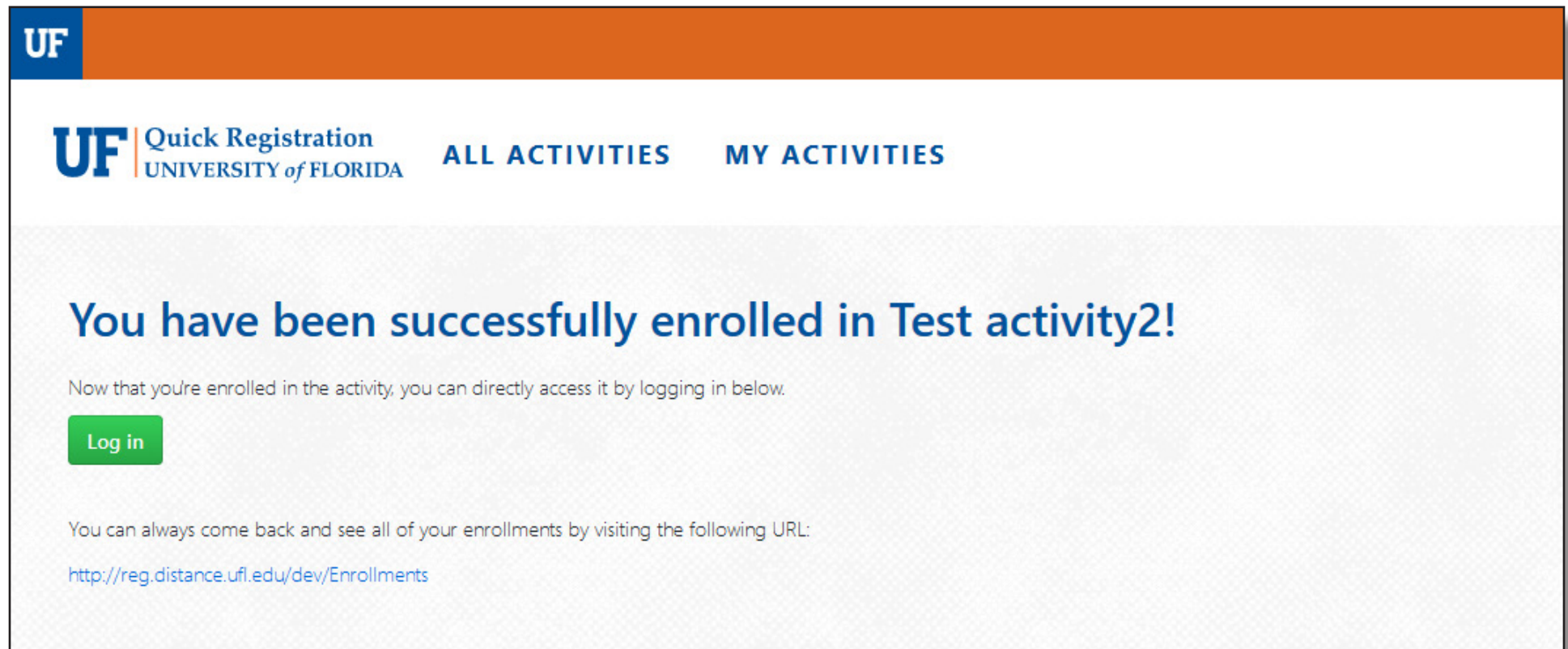
terms privacy security

(hvn1webcn4)

STUDENT QUICK REGISTRATION PROCESS

When the student's credit card is approved—or if there is no fee for the activity—two things will happen:

- 1) they will be redirected to this successfully enrolled screen and
- 2) they will receive an email confirming their successful enrollment in the course (see the next page for an example email).



The screenshot shows a web page with an orange header bar containing the 'UF' logo. Below the header, the page title is 'UF Quick Registration UNIVERSITY of FLORIDA', followed by navigation links for 'ALL ACTIVITIES' and 'MY ACTIVITIES'. The main content area features a large blue heading: 'You have been successfully enrolled in Test activity2!'. Below this heading, a message states: 'Now that you're enrolled in the activity, you can directly access it by logging in below.' A green 'Log in' button is positioned below the message. At the bottom of the page, a note says: 'You can always come back and see all of your enrollments by visiting the following URL:' followed by the URL <http://reg.distance.ufl.edu/dev/Enrollments>.

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The email that confirms a successful enrollment contains:

1. course information;
2. the student's UF identity information (GatorLink and UFID);
3. a direct link to the course in Canvas;
4. program contact information if students have any questions about the course.

Example of an email that is sent to a student that has successfully enrolled in a Canvas course using QuickReg.

Dear (Student Name),

You have been successfully enrolled in:

Activity: Your activity name will be listed here.

Section: The section name will be listed here.

①

Your UF identification information is:

User account (GatorLink ID): myGatorLink ID

Student ID (UF ID): #####

②

To access your activity, you can either click on the following link:

[\[Redacted Link\]](#)

③

Or, you can also access your activities via the main UF e-Learning Login:

<http://elearning.ufl.edu/>

On the right side of the page, click the blue button labeled "e-Learning" and enter your GatorLink user name and password, not your email. Then select the name of your activity from the menu at the top named "Courses".

To view your UF Quick Registration enrollments, visit:

<https://reg.distance.ufl.edu/reg/Enrollments>

④

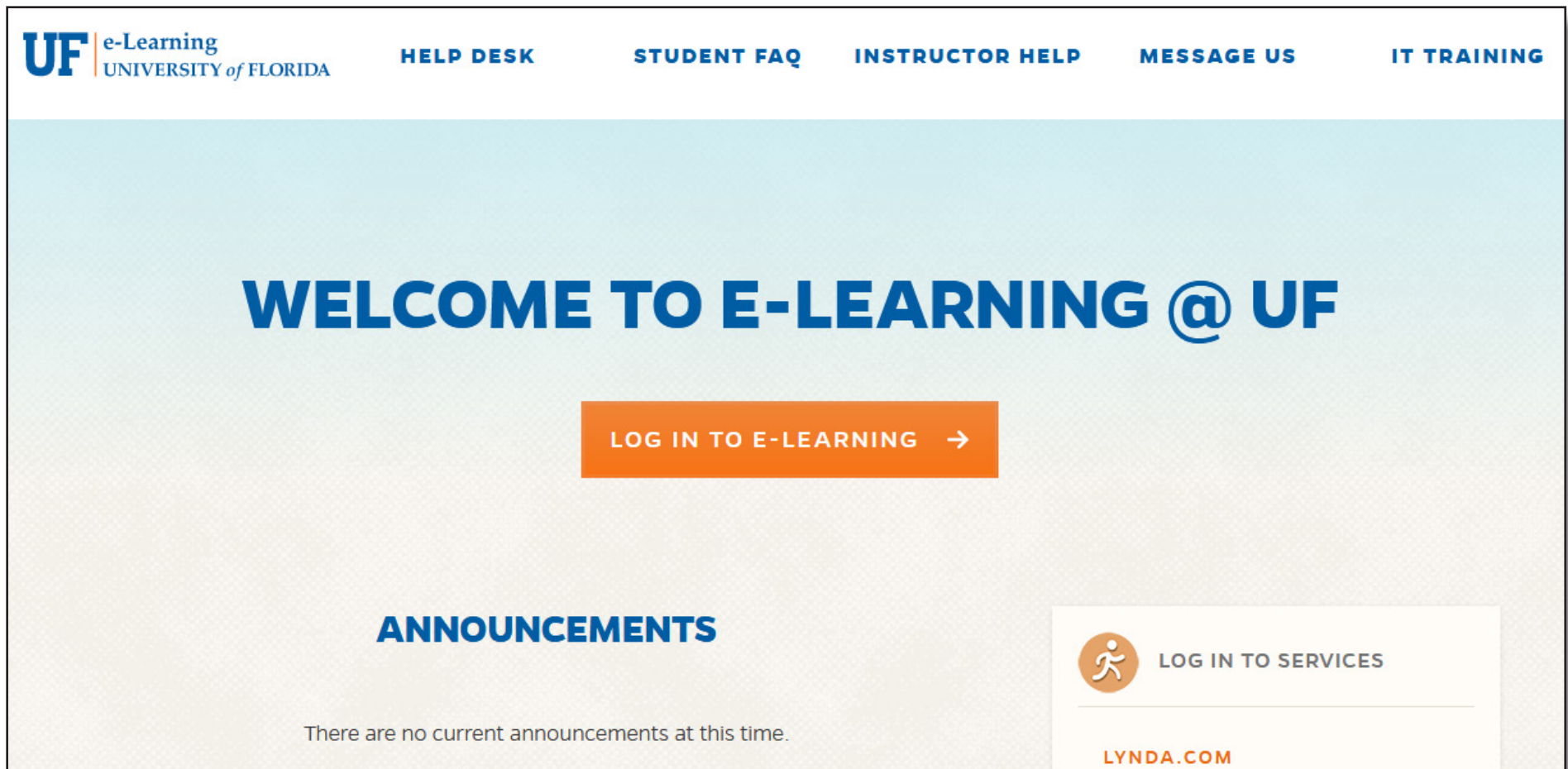
For questions concerning your registration or accessing your activity, please email [\[Redacted Email\]](#) or call (352) [\[Redacted Phone\]](#) during office hours.

Thank you,

The UF Quick Registration Team

STUDENT QUICK REGISTRATION PROCESS

Depending on the activity, the student may be directed to UF's [e-Learning](#) website (shown below) or they can access their activity directly through the course log-in link that was sent in the confirmation email.



The screenshot shows the UF e-Learning website homepage. At the top left is the UF logo with the text "e-Learning UNIVERSITY of FLORIDA". To the right of the logo are five navigation links: "HELP DESK", "STUDENT FAQ", "INSTRUCTOR HELP", "MESSAGE US", and "IT TRAINING". The main content area features a large blue heading "WELCOME TO E-LEARNING @ UF" and a prominent orange button labeled "LOG IN TO E-LEARNING →". Below this, there is a section titled "ANNOUNCEMENTS" with the text "There are no current announcements at this time." In the bottom right corner, there is a white box containing a person icon, the text "LOG IN TO SERVICES", and the URL "LYNDA.COM".