

ORIENTATION INSTRUCTIONS FOR UF ONLINE BUSINESS MAJORS

Blue underlined text is hyperlinked.

- 1) **Finish the Links orientation ASAP.** The Dean of Students Office will send an email to your UF Gatorlink e-mail account with instructions a few days after you're admitted. The Links orientation takes time to complete, so don't delay starting it. **You will not be able to register for classes if you have not completed Links.**

- a. [Register for the Links Orientation](#) as soon as you receive the email. If you have difficulty registering for or accessing the orientation, call 352-392-8396 or [email](#) the Dean of Students Office.
- b. [Create a Gatorlink account](#) (username and password)
- c. [Set up an Office 365 email account](#)
- d. [Create a ProctorU account](#) and [test your computer](#)
- e. [Read the financial aid FAQs](#) to resolve unanswered financial aid questions or issues. Call the UF OneStop Office at 352-294-3290 if you still need assistance.
- f. [Complete the Gator 1 ID card process](#)
 - i. Submit the application, upload a photo, and pay the \$15 application fee
 - ii. Check your ufl.edu email address for a prompt to schedule an identity verification videoconference with the Gator 1 ID Card Office and schedule the appointment.
 - iii. To prepare for the videoconference, [install Microsoft Office Skype for Business](#) to your computer. Click on Options > Tools > Audio Device Settings and Video Device Settings to insure your computer's video camera and microphone are working properly.
 - iv. Complete the videoconference appointment with the Gator1 ID Card office
- g. Take the Links orientation quiz and earn $\geq 80\%$

Need help? [Click here](#) to access orientation-related contact information.

- 2) **Complete the online "Orientation Prep" portion of the business major orientation by July 20th** (this is NOT the same as the Links orientation). **You will not be able to register for classes during your advising appointment unless you've completed the following tasks:**

- a. Go to [UF's e-Learning site](#) and click on the blue e-Learning in Canvas button.

- b. At the top of the page, hover your mouse over Courses and then open the Online Student Center (same location as the UF Links Orientation).
 - c. Click on the Getting Started button.
 - d. Click on Orientation Instructions & Videos.
 - e. Read the instructions.
 - f. Complete the required Admissions Questionnaire.
 - g. Watch the appropriate Degree Requirements video, the Resources video, and the Getting Started video.
 - h. Take Quiz 1 or 2 (as appropriate) after you've watched the videos (see Quizzes in gray navigation area on left side of the page). *You must score an 8 or higher on your quiz.*
- 3) [RSVP for the live business orientation in Gainesville via the Admissions Questionnaire](#) which will be held on Saturday, July 23rd from 10am-2pm in Heavener Hall ([see alternative instructions below if you are unable to attend](#)). **You will register for your classes at this event.** Note that your advisor will send you an email with final details about orientation on the Monday prior to the event.
- a. Register for courses at orientation (bring your laptop)
 - b. Purchase/order textbooks after you register (at UF Bookstore after orientation or elsewhere)
 - c. If you are not classified as a Florida resident but should be (ask your advisor), contact the UF OneStop Office at 352-294-3290 to resolve the issue.
 - d. Pay for classes between August 22 – September 2 (due at @ 330pm on the 2nd)
 - e. Send outstanding/final transcripts to UF as soon as they are available. See our [Transcript FAQs](#) if you have concerns about your transcript(s).

Attendance at the live orientation is strongly encouraged.

**If you can't attend the live orientation,
follow these alternate instructions:**

**[Instructions for Students Who Can't Attend
the Live Orientation](#)**