

ORIENTATION CHECKLIST

1. Take these Preliminary Steps After You're Admitted

- Know your UF ID number. If you don't know your UF ID, you can get it on the [UF application status page](#) or from the UF Computing Help Desk at (352) 392-HELP.
- Create a GatorLink username, password, and e-mail address as you'll need this information to access the UF Links and HOW Orientations.** You'll be prompted via e-mail to create a Gatorlink account within a week of your admission.

2. Complete the UF Links Orientation in E-Learning (Canvas)

- Register for the UF Links Orientation. You'll be prompted to do register for this via e-mail within a few days of your admission. There's a \$35 application fee for this orientation. A few days after registering, you'll be added to the UF Links Orientation in [E-Learning/Canvas](#). You can access it under "Courses." If you have difficulties with UF Links, [e-mail](#) the Dean of Students Office.

For UF Links, you must complete the following:

- [Set up an Office 365 email account.](#)
- [Create a ProctorU account](#) and [test your computer.](#)
- [Read the financial aid FAQs](#) to resolve financial aid questions. [E-mail the UF OneStop Office](#) if you have further questions.
- [Complete the Gator 1 ID card process.](#)
 - Submit the application, upload a photo, and pay the \$15 application fee.
 - 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.
 - To prepare for the videoconference, [install Microsoft Office Lync/Skype](#) 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.
 - Complete the videoconference appointment with the Gator1 ID Card office.
- Take the UF Links quiz and earn $\geq 80\%$.

3. Complete the Heavener School of Business HOW Orientation

- Access the Heavener School of Business HOW Orientation in [E-Learning/Canvas](#). The HSB online team will e-mail you with a prompt to do this. There's no fee for the business orientation. If you have trouble accessing HOW, please e-mail kari.shattuck@warrington.ufl.edu.

- From the Heavener Online Center Home page, click on New Students and complete the entire HOW module which includes these action items:
 - Customize your Canvas account
 - Download Zoom and Skype for Business
 - Resources & Opportunities Quiz (with minimum score of 4)
 - New Student Survey
 - Introduce Yourself on Our Discussion Board
 - Select an advising/registration meeting to attend after you complete the HOW and UF Links
- Before the registration meeting**, clear your Registration Prep and Emergency Contact holds on the [ONE. UF webpage](#).
- Attend the entirety of the registration meeting and get your advising hold cleared at the end.
- Register for courses!!!
- Evaluate HOW after the advising/registration meeting. We'll email you a link to the evaluation.

4. Complete These Final Steps

- If you want to pay for the [Optional Fee Plan](#) which gives you access to on campus facilities, you must do so BEFORE the first day of classes.**
- Purchase your textbooks after you register (can be purchased from Amazon, UF Bookstore, etc.)
- Send outstanding/final transcripts to UF as soon as they are available. **Your last transcript does NOT have to be posted before you register.** See our [Transcript FAQs](#) for more information.
- If you should be classified as a Florida resident and you're not, [email the UF OneStop Office](#).
- If you have a foreign language hold and you think you've met the [UF Foreign Language Requirement](#), [email the UF OneStop Office](#).
- Check your course sites on Canvas. Note that courses often do not post until the first week of classes.
- Pay for classes by [the fee payment deadline](#).
- Add [Important UF Dates & Deadlines](#) to your personal calendar (do this every semester/year).
- Double check to insure the courses on your schedule are the courses you want, as you will be fee liable for all courses on your schedule at the end of drop/add. [What is drop/add?](#)
- Start Part 1 of the Your First Semester Module in [Canvas](#).