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)
- 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.