Enroll in Training

Procedure
Use the Self Service menu in myUFL (my.ufl.edu) to enroll in Training and Development courses.

1. Login to my.ufl.edu
2. Click the Main Menu link
3. Next, click the My Self Service link
4. Click Training and Development
5. Click the Request Training Enrollment link
6. Search by Course Number—enter PVO800, then click the Search button
7. Click the View Available Sessions link
8. Click the Session link
9. Click the Enroll button

10. The URL listed on the “Successful Enrollment” page (below) is the link to the online training. Begin your training now by clicking the URL provided

11. If you click “OK” instead, you may return to complete the training by navigating to your Training Summary in myUFL. The navigation is my.ufl.edu, Main Menu, My Self Service, Training and Development—Choose Training Summary

12. At your Training Summary, click on the blue link to return to the training