1. Logging In

Navigate to myufonline.force.com/passportportal/s/

Click on “UF GatorLink Authentication” to login with your GatorLink Username & Password
2. Creating an Account

If you are not a TA and do not already have an account, go to uf.tfaforms.net/306 to create one.

If you are a TA, please email Zaina Sheets to create an account.
3. Log Activity

On the Home Page under *log activity* you can:

- Submit reflections for workshops /activities that require a reflection
- Sign up for a certificate
4. My Activity

On the Home Page under *my activity* you can:

- See which certificate(s) you’re working toward
- See which categories you’ve chosen
- See what workshops you’ve attended
- See how many miles you’ve traveled
5. Flightboard

On the Home Page under flightboard you can view your progress toward your certificate in real time. This replaces the flightboard that was located on teach.ufl.edu.
On the *Discussion Board*, you can post updates, submit questions, and create polls. These items can be viewed and responded to by all community members. All general questions should be posted to the discussion board.
7. Activities

The Activities page shows the full list of both synchronous and asynchronous workshops, along with the number of miles, the event date, and start/end time.

<table>
<thead>
<tr>
<th>ACTIVITY NAME</th>
<th>PASSPORT MILES</th>
<th>EVENT DATE/TIME</th>
<th>EVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Conversations for a Culture of Inclusion</td>
<td>100</td>
<td>8/29/2019 1:30 PM</td>
<td>4:30</td>
</tr>
<tr>
<td>9 Course Evaluations: Increasing Response Rates and Interpreting Results</td>
<td>100</td>
<td>9/10/2019 10:00 AM</td>
<td>11:3</td>
</tr>
<tr>
<td>10 Course Evaluations: Increasing Response Rates and Interpreting Results</td>
<td>100</td>
<td>10/15/2019 10:30 AM</td>
<td></td>
</tr>
<tr>
<td>11 Create Presentation Visuals Worthy of the TED Stage</td>
<td>100</td>
<td>10/20/2019 9:00 AM</td>
<td></td>
</tr>
</tbody>
</table>
7. Activities (cont.)

For asynchronous activities & workshops *not* hosted in Bryant Space Science Center:

You will need to submit a reflection (which can be done on the homepage dropdown menu). You can view the details and instructions for these asynchronous activities in the activity description. Some of these workshops will require you to register in a different location. That link can be found in the description as well.
7. Activities (cont.)

For synchronous activities & workshops:

These face-to-face workshops are all located in 201 Bryant Space Science Center (unless otherwise noted in the details). You can register for these workshops by clicking register on the activities page or by clicking register on the workshop details page.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Passport Categories</th>
<th>Passport Certificates</th>
</tr>
</thead>
</table>

Choose a certification track and customize it to suit your own needs.
The category options for each workshop can be viewed by clicking on the workshop in the Activities page and scrolling to the bottom of the page.
9. Badges

On the *Passport Categories* page, you can view all of the badges that can be earned by attending applicable workshops. To see applicable workshops, click “explore.”
On the **Passport Certificates** page, you can view all of the current certificates in the Passport to Great Teaching program. To find out what each certificate requires and to register, click on “explore.”