Passport Portal
User Guide

Creating Your Account

Before you register for a workshop in the Passport Portal, you must have a Passport Portal account. To create an account, go to uf.tfaforms.net/306. When you receive a confirmation email, your account is ready.

NOTE: If you try registering for a workshop without having a Passport Portal account, you will receive an error.

Logging In

Navigate to the Passport Portal. You will automatically be taken to the Gatorlink Authentication page. After entering your GatorLink credentials, you will be taken to the Passport Portal **Home** page.

Submit Your Reflection
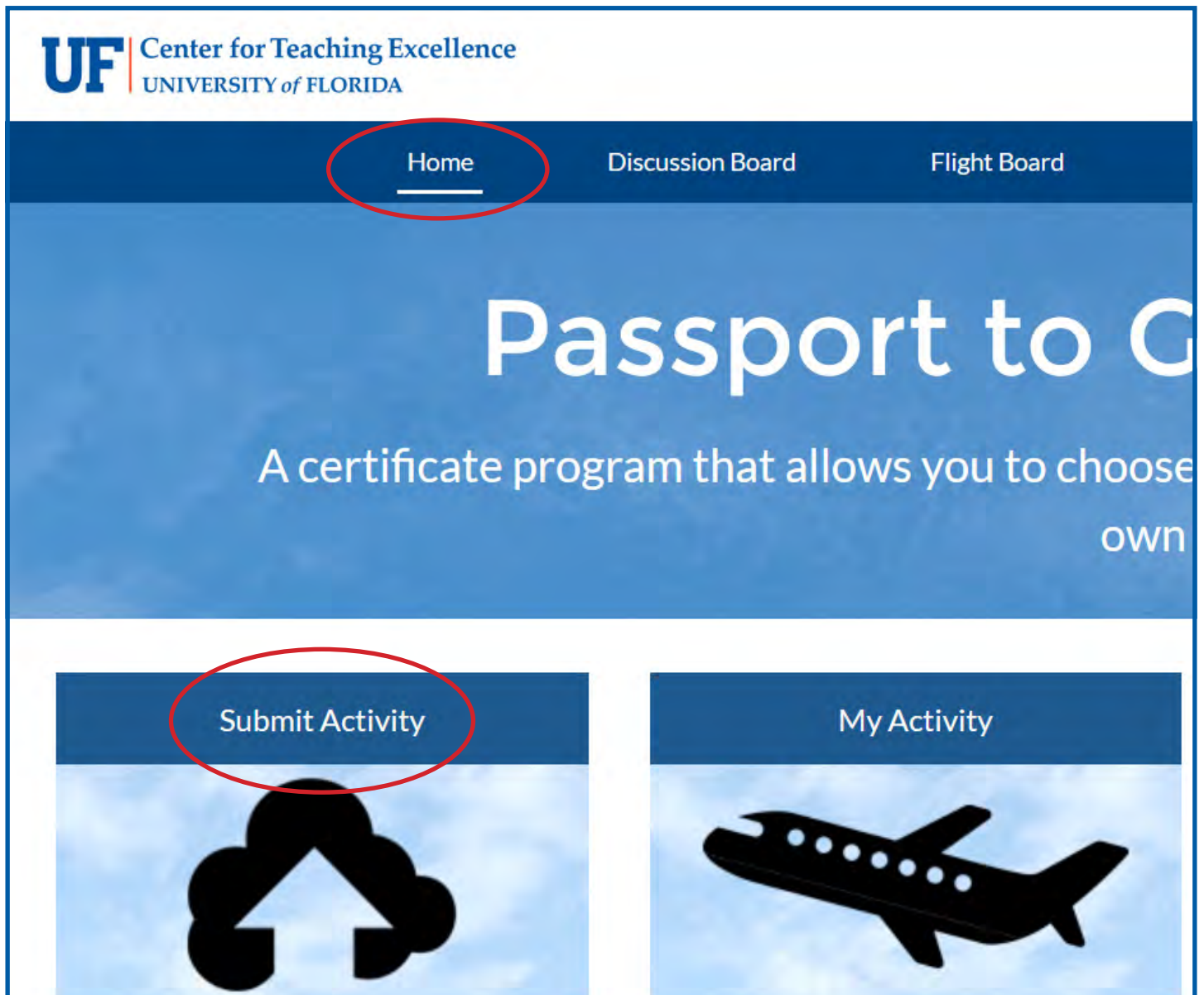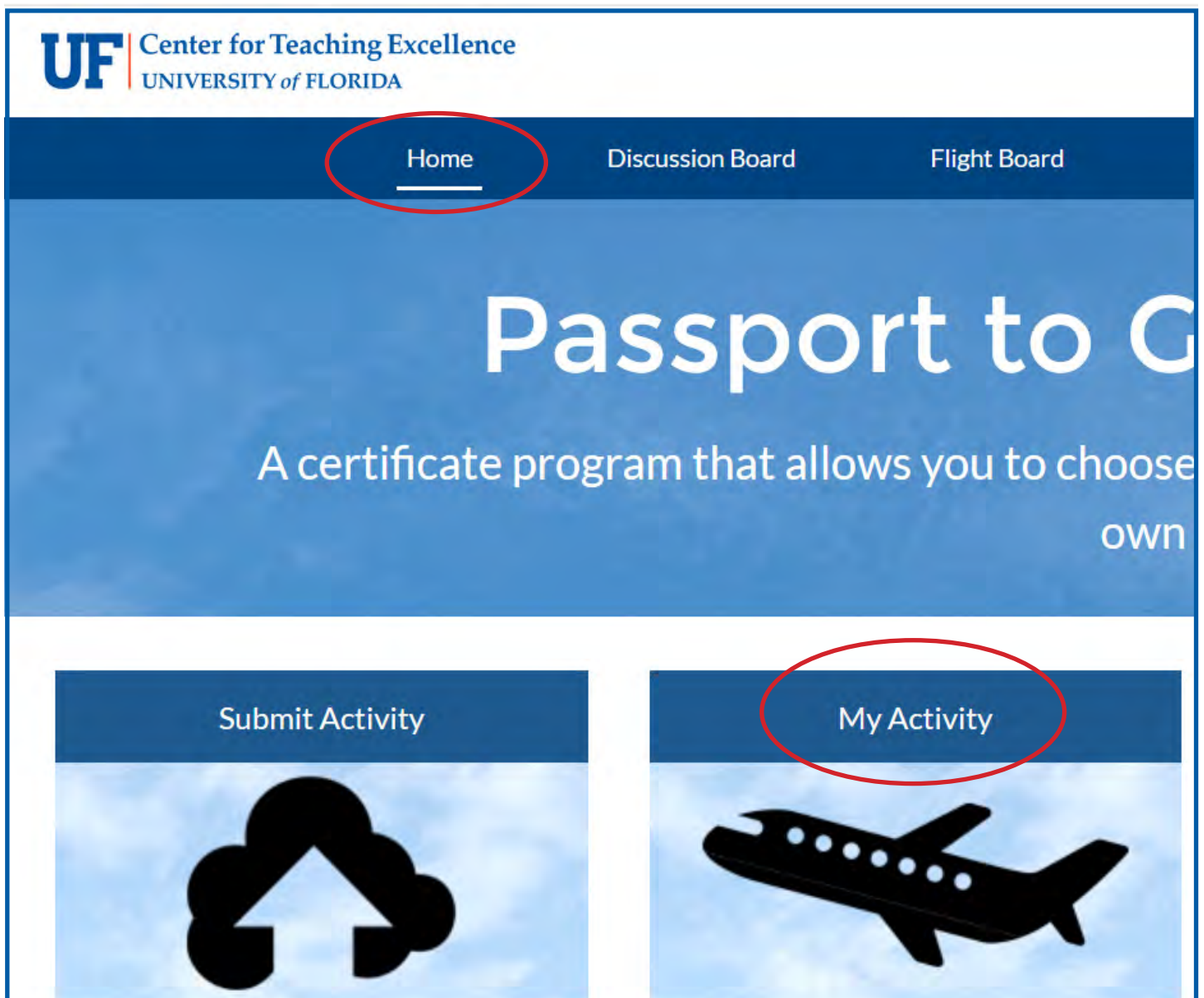
On the **Home** page, click on the **Submit Activity** card. This is where you can submit a reflection for activities that require one.

My Activity

On the **Home** page, click on the **My Activity** card.
Here you can see:

- which certificate(s) you're working toward
- which workshops you attended/ are registered for
- how many miles you've traveled
- which categories you've chosen

Cancel a Registration

On the **Home** page, click on the **Registration Cancellation Form** card. You can cancel any workshop you've registered for by using the drop-down menu, selecting the check box, and then clicking "Next."
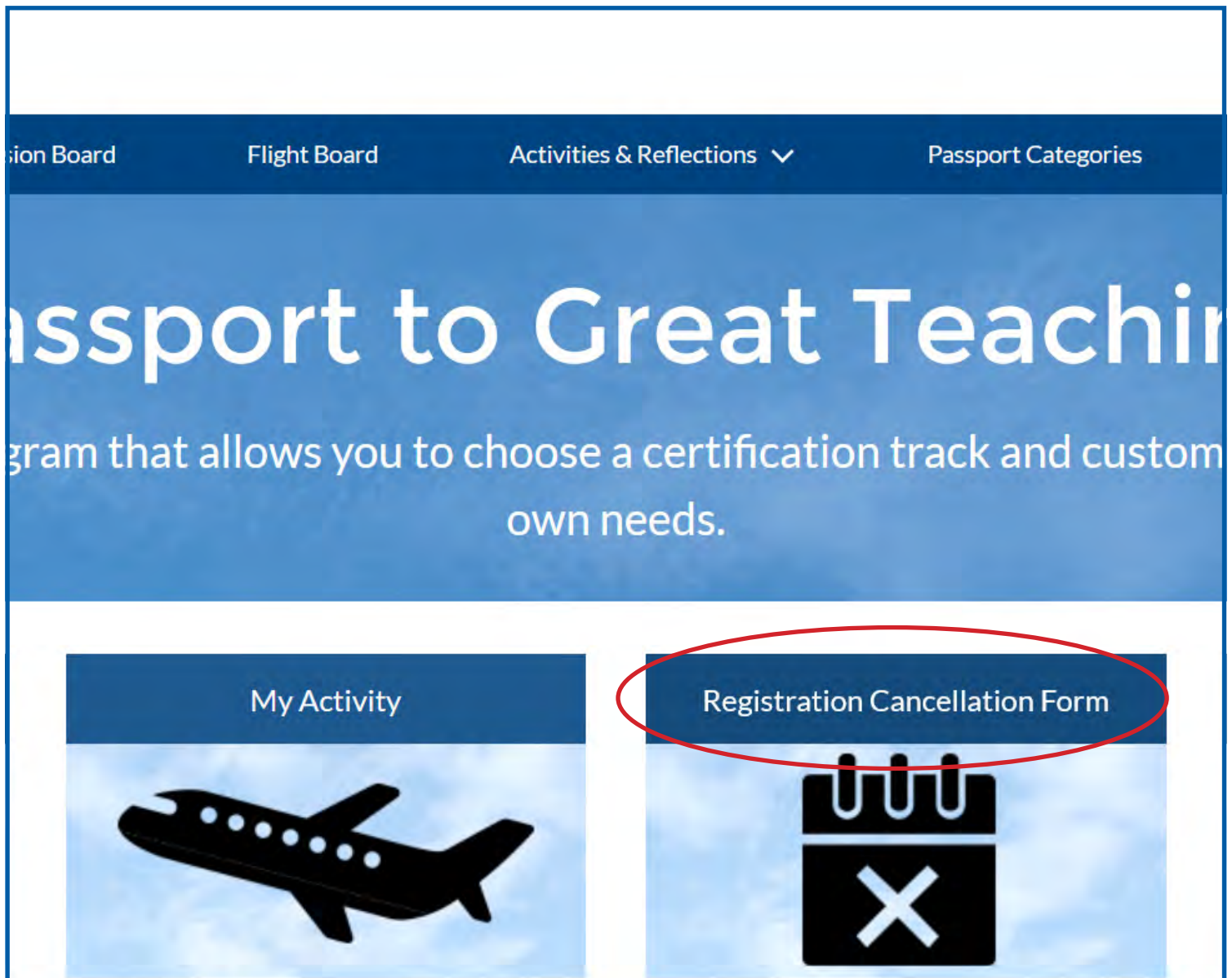
Help Request

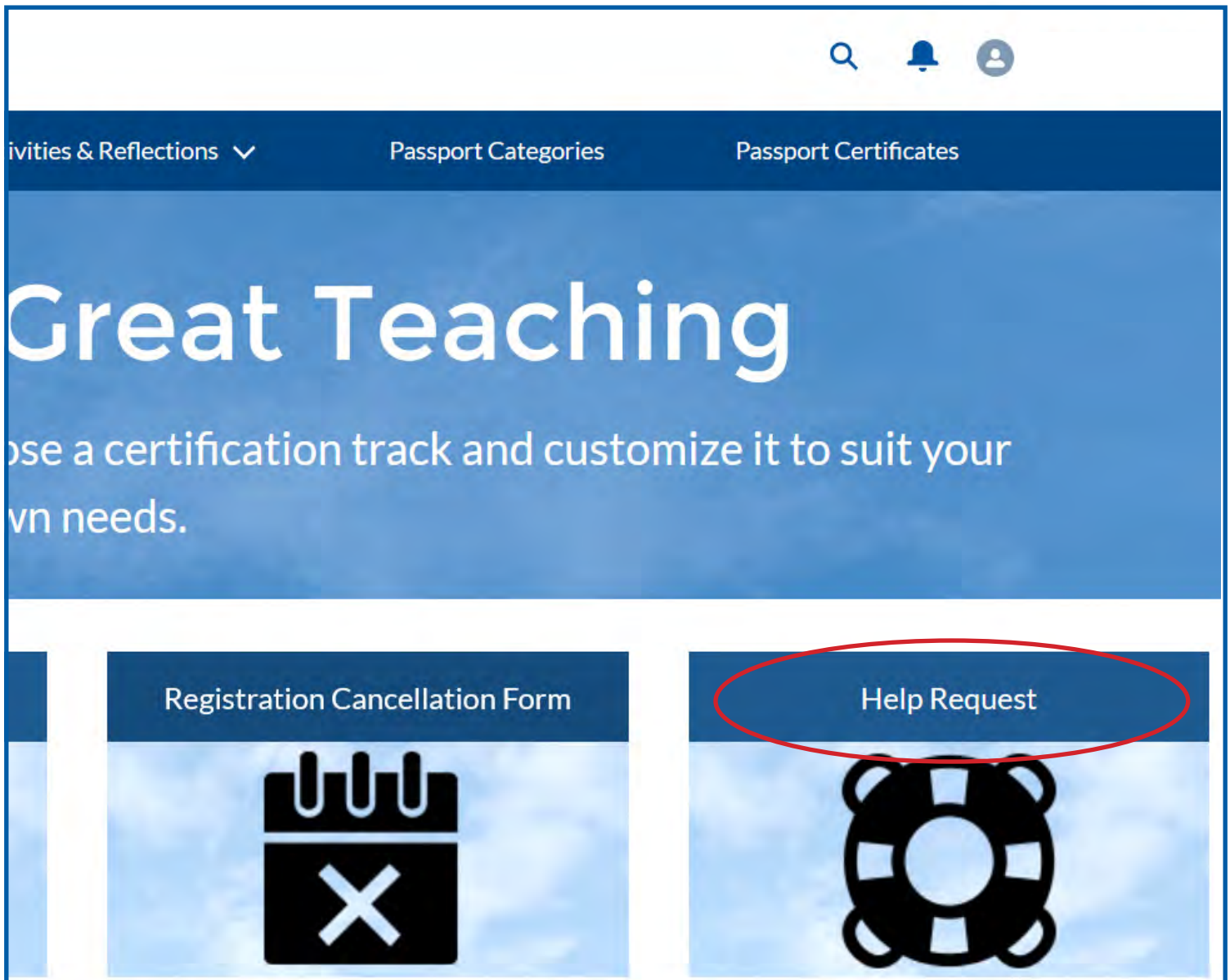If you have questions about the Passport Portal, please use the **Help Request** form which is located on the **Home** page. We also provide a set of commonly asked Passport Portal questions on our website.
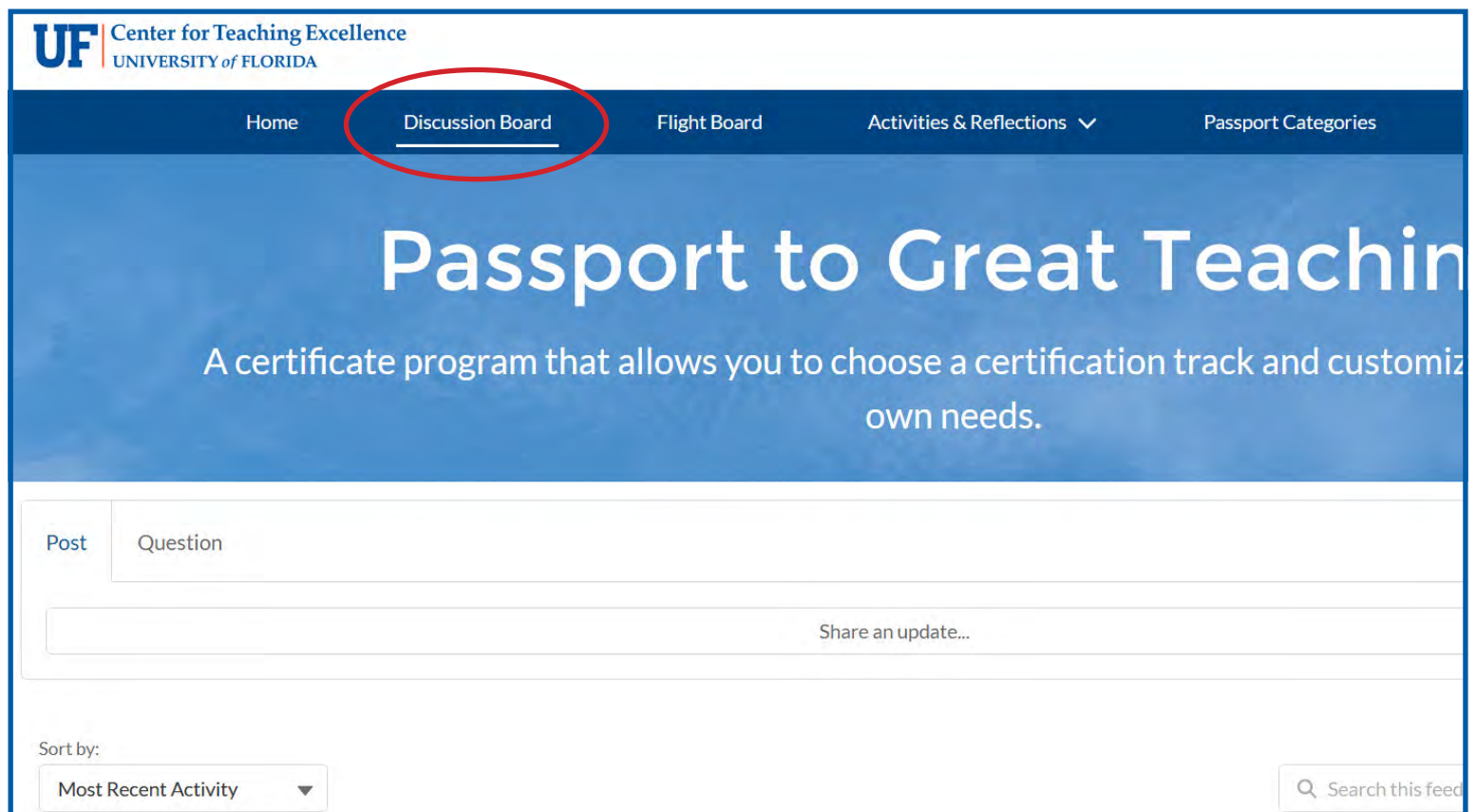
Discussion Board

On the **Discussion Board**, you can view announcements and submit questions/ posts. Submissions can be viewed and responded to by all community members.

All general questions should be posted to the discussion board. If you need technical support, fill out the **Help Request Form** located on the **Home** page.

Flightboard

On the **Flightboard,** you can view your progress toward your certificate in real time. Certain activities such as *FYFTA*, *Global Learning Institute*, and *TA Principles and Strategies* are only uploaded once per semester.

NOTE: If you completed a workshop that requires a reflection, your miles will not appear until after you submit your reflection.

Synchronous Activities

The **Upcoming Activities** page (under the **Activities & Reflections** drop-down) shows the list of synchronous workshops, along with the **number of miles**, **date**, **start & end time**, and **location.** Each header in the table can be clicked to change the sort order. Ex: Clicking on "Activity Name" will sort events in alphabetical order.

NOTE: For more details on a specific workshop, click on the workshop name. This will take you to the **Workshop Details** page.

Synchronous Activities (cont.)

You can register for **synchronous** workshops by clicking on the **Upcoming Activities** page under the **Activities & Reflections** drop-down and then clicking "**Register**" or by clicking on the workshop name to go to the **Workshop Details** page, and then scrolling down and clicking "**Register.**"

Asynchronous Activities

For **conferences** or **asynchronous** activities:

Details and instructions are on the **Workshop Details** page after clicking on **Reflections** under the **Activities & Refections** drop-down and then clicking on the activity name. Some of these workshops will require you to register in a different location — that link is also on the **Workshop Details** page.

You will also need to submit a reflection which can be completed either on the **Home** page under **Submit Activity** or on the **Refections** page under the **Activities & Reflections** drop-down menu.

Workshop Categories

The category badge options for each workshop can be viewed by scrolling to the bottom of the **Workshop Details** page.

NOTE: Remember that the **Workshop Details** page can be accessed by clicking on **Activities & Reflections,** selecting either **Upcoming Events** or **Reflections,** and then clicking on the workshop name you would like to view details for.

Category Badges

On the **Passport Categories** page, you can view all category badges that can be earned by attending applicable workshops. To see applicable workshops for each category badge, click "View."
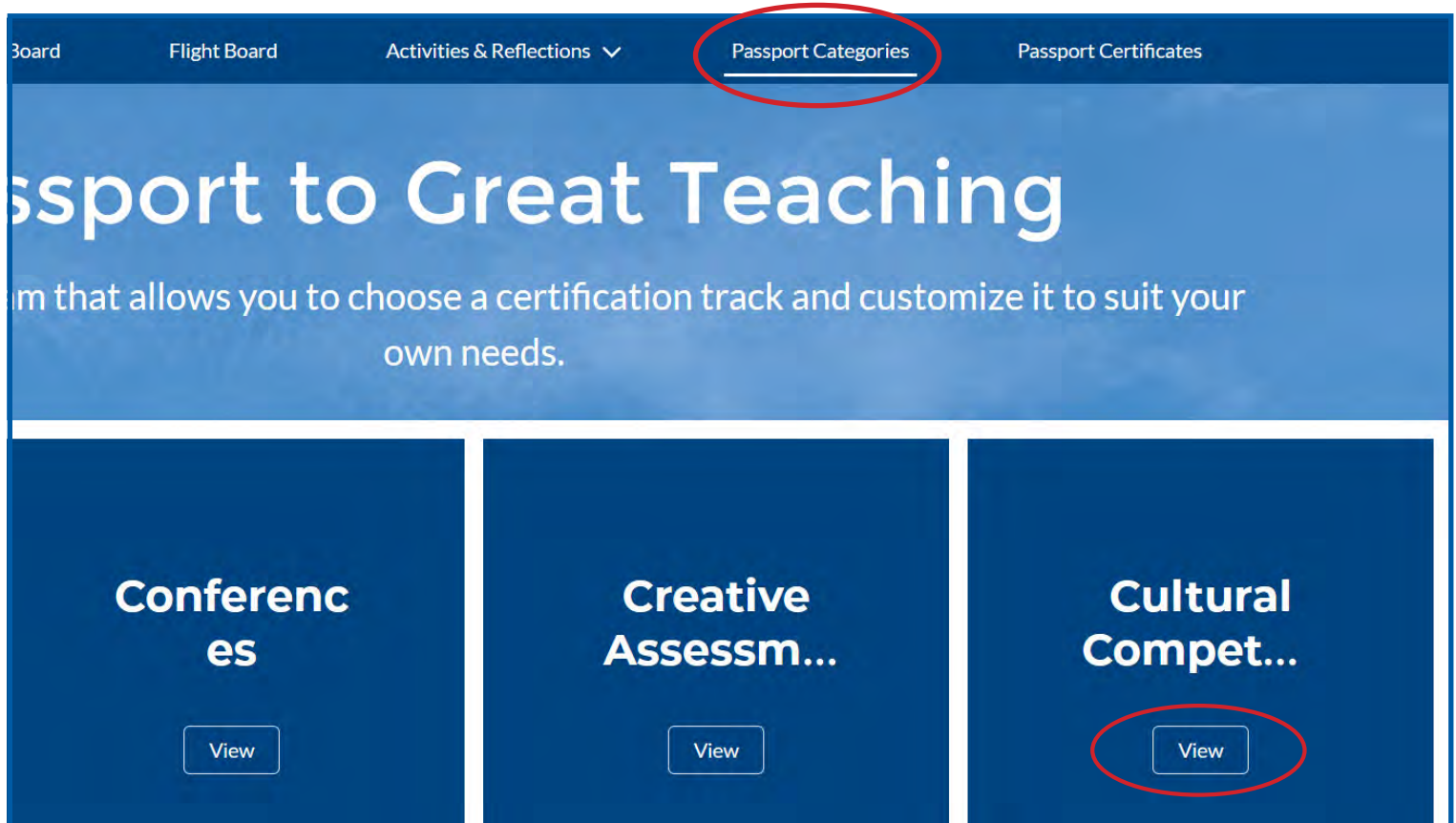
Certificates

On the **Passport Certificates** page, you can view all of the certificates offered in the Passport to Great Teaching program. To find out what each certificate requires, click "View." To register for a certificate, make your selection in the drop-down menu, then click "Next."