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.”
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](#).
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.
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.
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 & Reflections 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 Reflections 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.
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.”