

# Passport Portal

## User Guide



Creating Your Account .....	1
Logging In .....	2
Submit Your Reflection .....	3
My Activity .....	4
Cancel a Registration .....	5
Help Request .....	6
Discussion Board .....	7

Flightboard .....	8
Synchronous Activities .....	9-10
Asynchronous Activities .....	11
Workshop Categories .....	12
Category Badges .....	13
Certificates .....	14

# 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](https://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.



The screenshot shows the 'Passport Portal Registration Form' for the University of Florida. The form is titled 'Passport Portal Registration Form' and includes the following fields:

- Prefix \***: A dropdown menu with 'Please select' as the current selection.
- First Name \***: A text input field.
- Last Name \***: A text input field.
- UFID: \***: A text input field. Below the field, a note states: 'UFID - 8 digits no dashes. Example 88888888'.
- Title \***: A text input field. Below the field, a note states: 'TA's please add "TA:" before your title.'
- GatorLink \***: A text input field.
- UF Email \***: A text input field.
- Work Phone \***: A text input field.
- Choose a Certificate \***: A dropdown menu.

At the bottom of the form, there is a blue button labeled 'Next'.

# 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.

The screenshot shows a web browser window with the URL `login.ufl.edu/idp/profile/SAML2/Redirect/SSO?sessionid=BBFB2E569B0F83B283C13ADE5F386E1F?execution=e1s1`. The page features a blue header with the University of Florida logo and navigation links: NEWS, CALENDAR, OFFICES & SERVICES, DIRECTORY, GIVING, UF HEALTH, and UF IFAS. Below the header, the main content area has a light beige background with a grid pattern. It includes the UF Authentication logo, links for CHANGE PASSWORD and FORGOT/RESET PASSWORD, and a login form. The form has two input fields: Username and Password, both highlighted with blue boxes. Below the Password field is a blue LOGIN button. To the right of the login fields is a small blue box containing text about logging in to an information system and acceptable use policy. The footer is blue and contains three columns of links: RESOURCES (ONE.UF, WEBMAIL), CAMPUS (WEATHER, CAMPUS MAP), and WEBSITE (WEBSITE LISTING, ACCESSIBILITY). The UF logo is also present in the footer.

Web Login Service - University of Florida

login.ufl.edu/idp/profile/SAML2/Redirect/SSO?sessionid=BBFB2E569B0F83B283C13ADE5F386E1F?execution=e1s1

UF NEWS CALENDAR OFFICES & SERVICES DIRECTORY GIVING UF HEALTH UF IFAS

UF Authentication UNIVERSITY of FLORIDA

CHANGE PASSWORD FORGOT/RESET PASSWORD

Username

Password

LOGIN

You are logging in to an information system. The use of this system is subject to the University of Florida's Acceptable Use Policy. The user is responsible for any criminal and computer and network security incidents that may have limited expectations of confidentiality.

RESOURCES

CAMPUS

WEBSITE

ONE.UF

WEATHER

WEBSITE LISTING

WEBMAIL

CAMPUS MAP

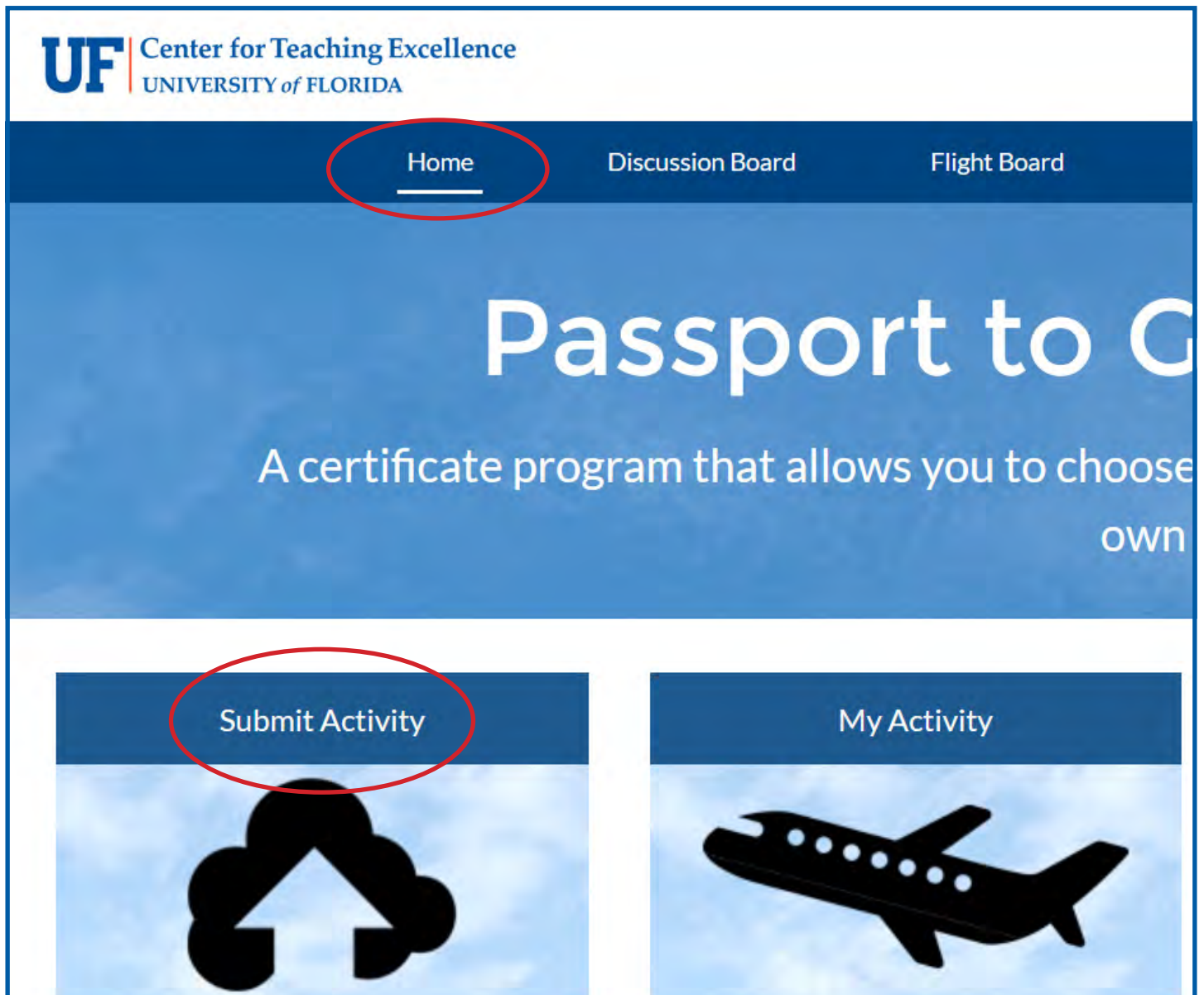
ACCESSIBILITY

UF



# Submit Your Reflection

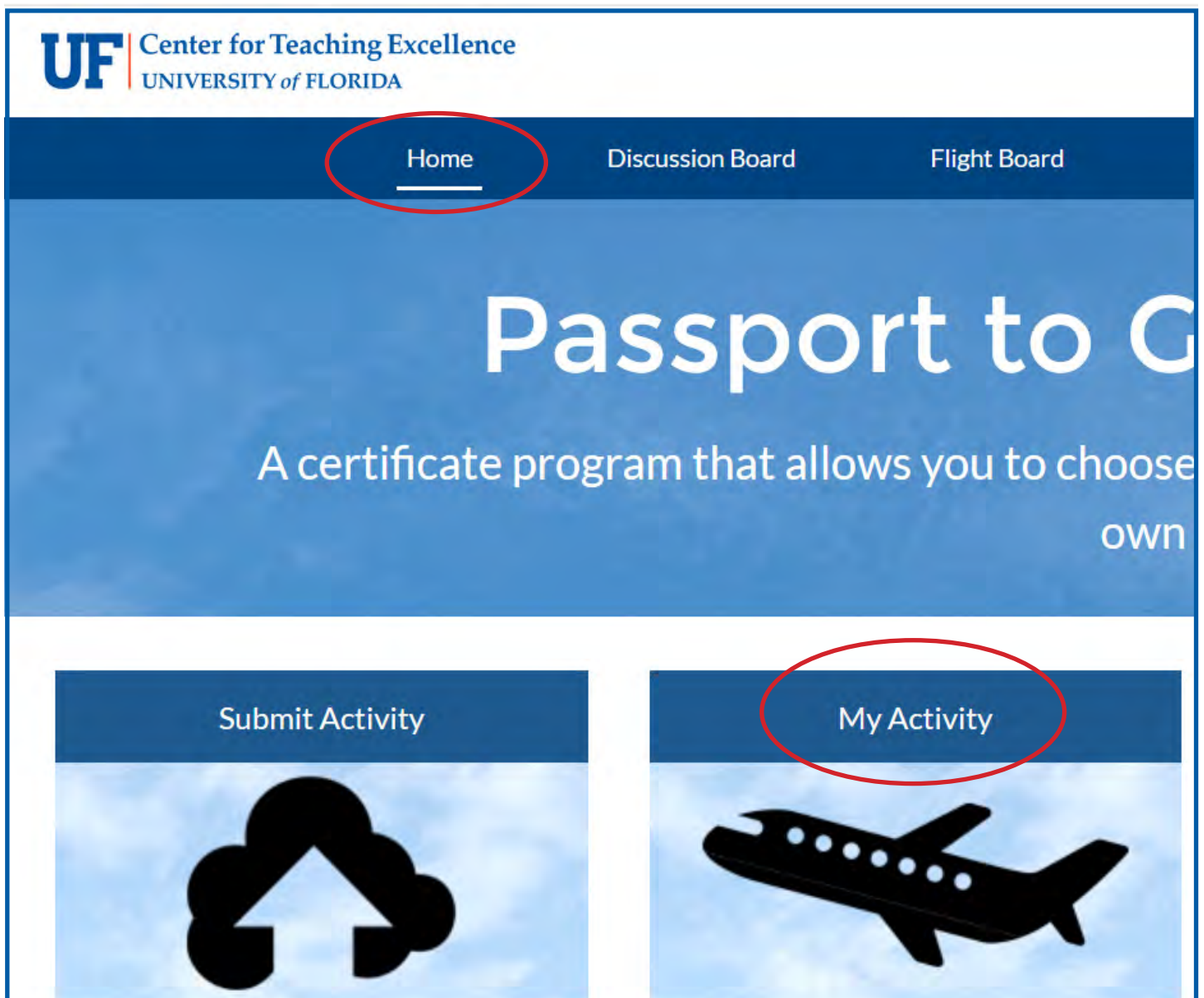
On the **Home** page, click on the **Submit Activity** card. This is where you can submit a reflection for activities that require one.



# My Activity

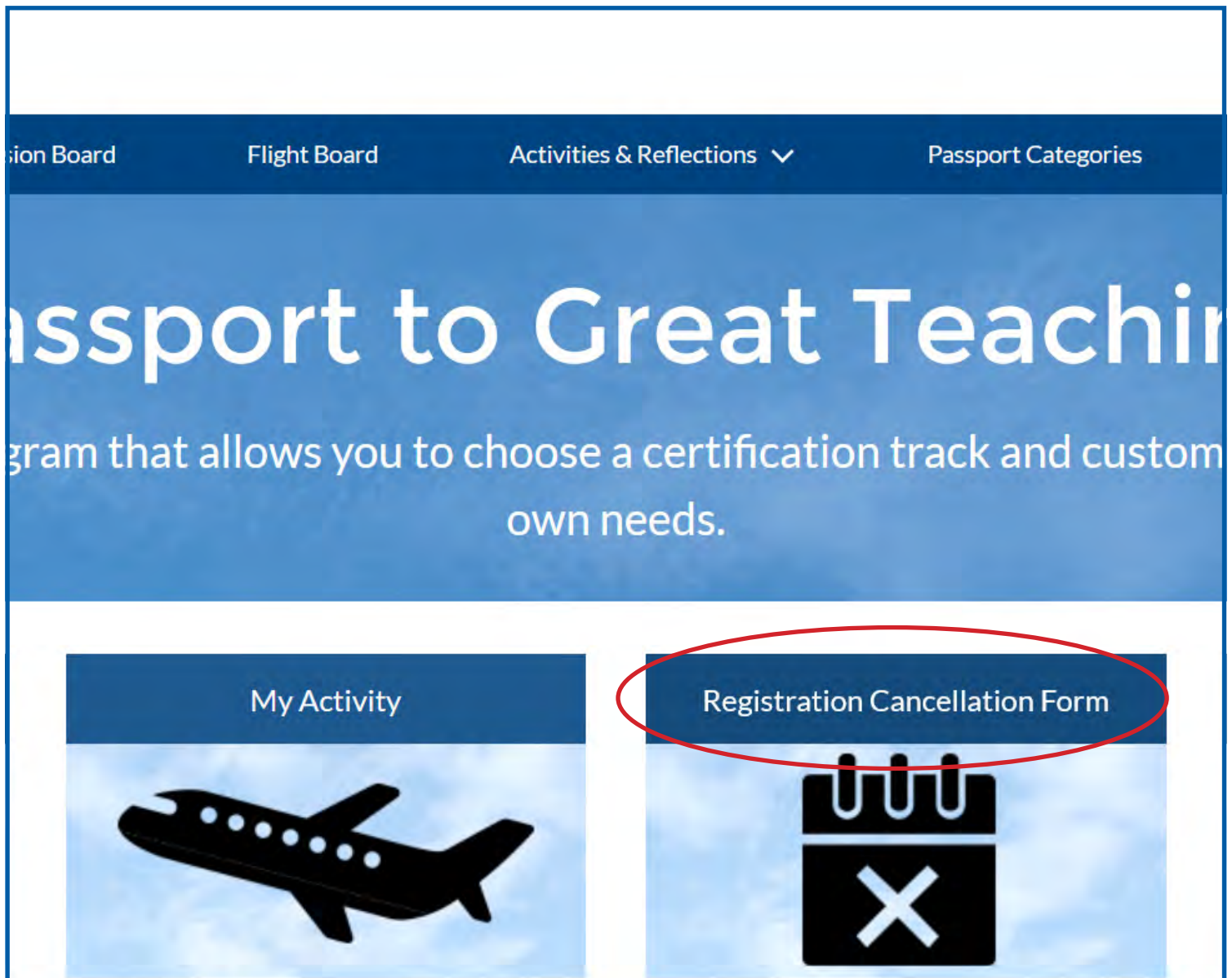
On the **Home** page, click on the **My Activity** card.  
Here you can see:

- 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



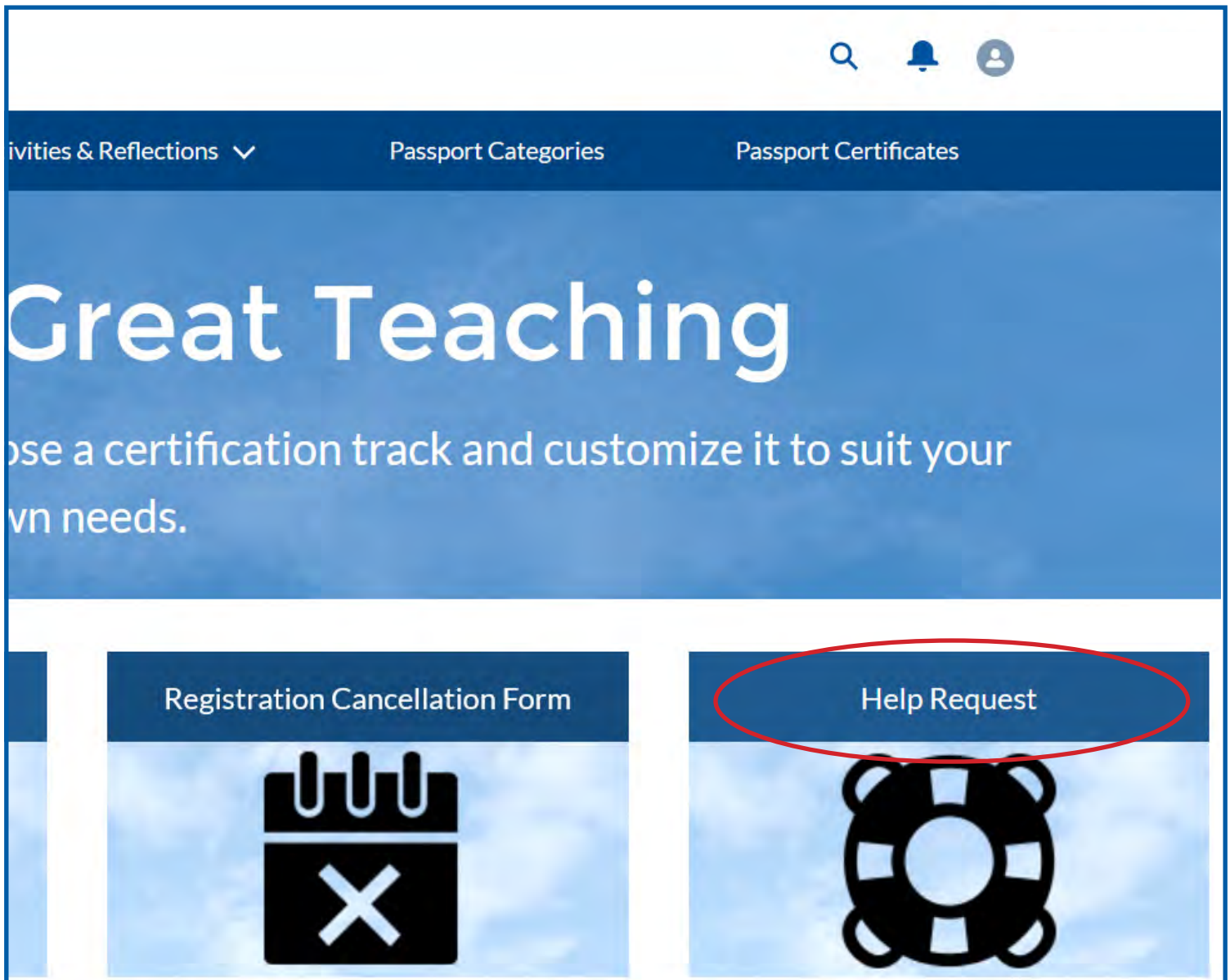
# Cancel a Registration

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](#).

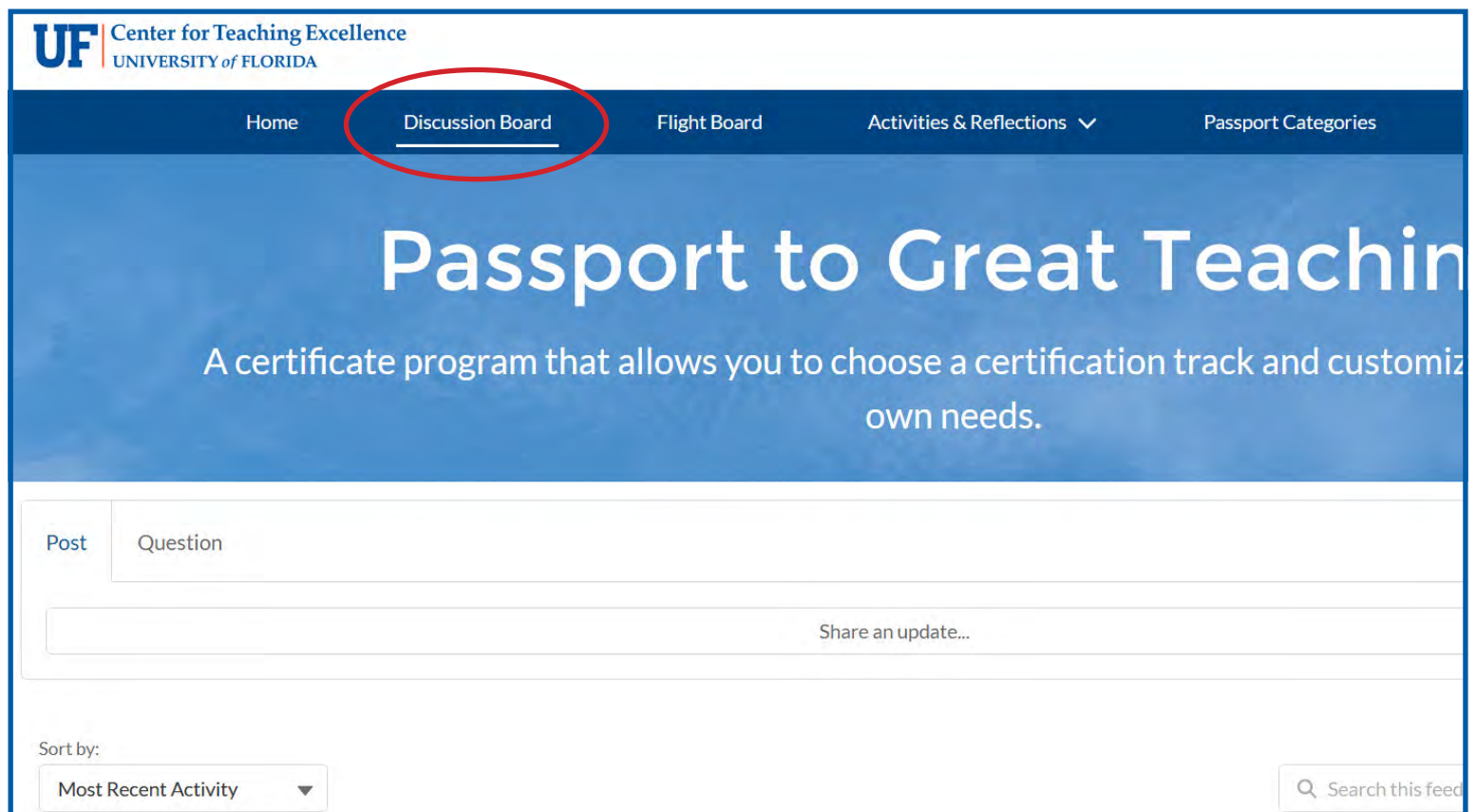




# Discussion Board

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.



The screenshot shows the web interface of the University of Florida Center for Teaching Excellence. At the top left is the UF logo and the text "Center for Teaching Excellence UNIVERSITY of FLORIDA". A dark blue navigation bar contains the following links: "Home", "Discussion Board" (which is circled in red), "Flight Board", "Activities & Reflections" with a dropdown arrow, and "Passport Categories". Below the navigation bar is a large blue banner with the title "Passport to Great Teaching" in white, followed by the subtitle "A certificate program that allows you to choose a certification track and customize your own needs." Below the banner is a white form area. On the left, there is a "Post" button and a "Question" button. Below these is a large text input field with the placeholder text "Share an update...". At the bottom left, there is a "Sort by:" label and a dropdown menu currently set to "Most Recent Activity". At the bottom right, there is a search bar with a magnifying glass icon and the text "Search this feed".



# 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.

The screenshot shows the 'Flight Board' section of the University of Florida Center for Teaching Excellence website. The navigation bar includes 'Home', 'Discussion Board', 'Flight Board' (highlighted with a red circle), 'Activities & Reflections', and 'Passport'. Below the navigation bar, the main heading is 'Passport to Great Teaching' with the subtitle 'A certificate program that allows you to choose a certification track and your own needs.' Below this is a table titled 'PASSPORT PROGRAM FLIGHT BOARD'.

User	Passport Miles Earned
	4,300
	4,140
	3,865
	3,470

# 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.

UF Center for Teaching Excellence  
UNIVERSITY of FLORIDA

Home Discussion Board Flight Board **Activities & Reflections** ▼ Passport Ca

## Passport to Great Teaching

A certificate program that allows you to choose a certification track and  
own needs.

Passport Activities ▼

7 items • Sorted by Event Date/Time • Filtered by all professional development activities - Event Date/Time

	Activity Name	Pass...	Event End ...	Event Date/Time ↑
1	<a href="#">Using Zoom to Make Learning Magic!</a>	100	4:30:00 PM	7/14/2020 3:00 PM
2	<a href="#">CTE's Online Teaching Toolkit</a>	100	11:30:00 AM	7/16/2020 10:00 AM
3	<a href="#">Creating Connections With Students Online</a>	100	2:30:00 PM	7/16/2020 1:00 PM

# 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.**"

The screenshot shows the 'Passport to Great Teaching' website. The navigation bar includes 'Discussion Board', 'Flight Board', 'Activities & Reflections' (circled in red), 'Passport Categories', and 'Passport Certificates'. Below the navigation bar is a blue banner with the text 'Passport to Great Teaching' and a description: 'program that allows you to choose a certification track and customize it to suit your own needs.' Below the banner is a table of professional development activities. The table has columns for 'Pass...', 'Event End ...', 'Event Date/Time', 'Regis...' (circled in red), and 'Primary Instructor'. Three rows of activities are listed, each with a 'Register' link circled in red.

	Pass...	Event End ...	Event Date/Time	Regis...	Primary Instructor
gic!	100	4:30:00 PM	7/14/2020 3:00 PM	Register	Alexandra Bitton-Bailey
	100	11:30:00 AM	7/16/2020 10:00 AM	Register	Jennifer K Smith
nts Online	100	2:30:00 PM	7/16/2020 1:00 PM	Register	Tiff Jenson

# 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.

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Discussion Board Flight Board **Activities & Reflections** Passport Categories Passport Certificates

## Passport to Great Teaching

ate program that allows you to choose a certification track and customize it to suit your own needs.

	Passport Miles	Registration URL
(T)	250	<a href="#">Submit Reflection</a>
	50	<a href="#">Submit Reflection</a>
CITT)	100	<a href="#">Submit Reflection</a>
	250	<a href="#">Submit Reflection</a>



# 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.

Passport Miles

100

▼ Event Location & Registration

Event Link


<https://ufl.zoom.us/j/92525988342>

Registration URL

[Register](#)

Remaining Seats

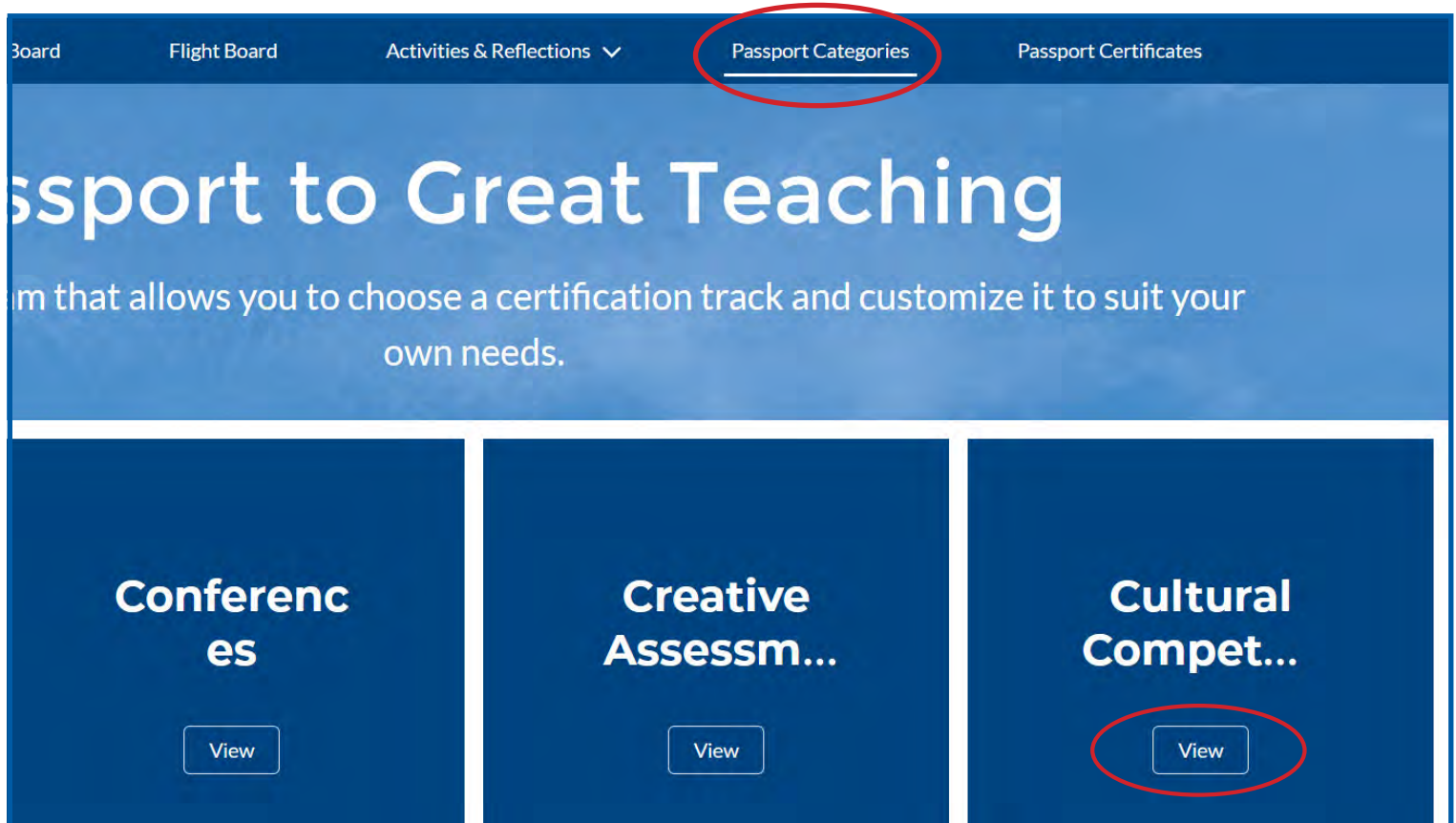
18

 **Category Tags (3)**

Category Name	Professional Development Category Na
Great Online Teaching	<a href="#">Great Online Teaching</a>
Active Learning	<a href="#">Active Learning</a>
Student Focused Teaching	<a href="#">Student Focused Teaching</a>

# 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.”

The screenshot shows the 'Passport to Great Teaching' website. The header includes the University of Florida logo and the text 'Center for Teaching Excellence UNIVERSITY of FLORIDA'. The navigation bar contains links for 'Home', 'Discussion Board', 'Flight Board', 'Activities & Reflections', 'Passport Categories', and 'Passport Certificates'. The 'Passport Certificates' link is circled in red. Below the navigation bar, the main heading is 'Passport to Great Teaching', followed by the subtitle 'A certificate program that allows you to choose a certification track and customize it to suit your own needs.' Below this, there is a form with a label '\* Choose your certificate of interest' and a dropdown menu. The dropdown menu is circled in red and shows the selected option 'Faculty Learning Community Certificate'.