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Accessing UF e-Learning

How to Enroll in UF e-Learning Courses

Candidate enrollment for Biotility courses and exams within UF e-Learning is managed through UF Professional and Workforce Development (UF PWD). This section provides step-by-step instructions for completing the candidate enrollment process for both new and existing users through UF PWD's Destiny One system. If you need to sign in to an existing enrollment, please refer to the instructions provided under <u>How to Log in to UF e-Learning Courses</u>.

The Exam Site Administrator receives Enrollment Links directly from Biotility at least two weeks in advance of the course or testing event window. The Site Administrator is responsible for distributing the Enrollment Links and Discount Code to their candidates. Payment is bypassed by use of the Discount Code during the Candidate Enrollment Process.

Tips for Candidate Enrollment and Account Creation

- Create or Use an Accessible Account: If you don't have a school or social account (e.g., Google, LinkedIn, Microsoft), create one that you can access from your exam site.
- **Choose the Right Account**: Use an account registered under your legal name with correct spelling and capitalization. This should be the account connected to your true identity.
- **Consistency is Key**: Use the same account for enrollment, account creation, and signing in to ensure seamless access to your course and exam materials.
- **One Enrollment per Course:** Avoid attempting to enroll in the same course multiple times, but ensure you enroll in both the *BACE Practice Exam Course* and the *BACE Exam Course*.
- Plan for Long-Term Access: Choose an account you can access long-term. If using a school account, update your contact information with Biotility before you graduate to maintain access.

Candidate Enrollment

- 1. Select the Enrollment Link.
- 2. On the Course Page:
 - a. Review the Course Description.
 - b. Select the orange plus (+) next to the course offering.
 - c. Select Add to Cart.
- 3. In the Cart View:



- a. Candidates registered through an Exam Site should select **Apply Discount** and enter the Discount Code.
- b. Select either **Checkou**t button to proceed.

Account Creation or Confirmation

- 4. Select the desired school or social account type and sign in to the associated account (Google, LinkedIn, or Microsoft).
- 5. Follow the prompts to determine if you have an existing Destiny One account or if you need to create one.
- **New Users:** Enter the required account information (Name and Email, Address and Telephone, and Marketing Preferences).
- **Existing Users:** Existing users will see their previously entered information populate confirm that none of the information has changed.
- 6. Select **Submit** to save your information.

Checkout Process

- 7. Select the **Cart** icon on the top center of the screen to begin the checkout process.
- 8. On the Checkout Page:
 - a. Confirm the information on screen is correct, then select **Continue Checkout**.
 - b. Answer the Questionnaire.
 - c. Read the Policy Confirmation, then select Accept.
 - d. Select Continue Checkout.
- 9. You will be redirected to the Receipt page. A copy of your receipt and registration confirmation will be sent to the email address on file shortly.

Troubleshooting

- Not receiving our verification emails? Check your spam folder or update your email settings to allow emails from the following domains.
 - @ufl.edu
 - @cerhb.ufl.edu
 - @research.ufl.edu





How to Log in to UF e-Learning Courses

To access courses you are enrolled in, follow the steps below:

- 1. Navigate to the <u>UF e-Learning</u> sign-in page.
- 2. Select Log In To Continuing Education.
- 3. Sign in with the social account you enrolled through.
- Once in UF e-Learning, select the appropriate course tile from your dashboard.

Note: Access to the Practice Exam Course and the BACE within UF e-Learning is managed through Enrollment Links. Your Site Administrator will distribute the Enrollment Link to you.

How to Navigate Within UF e-Learning Courses

Once you've accessed your course in UF e-Learning, you'll find several key areas to help you stay organized and on track:

- **Home**: The "Home" page is your starting point. Here, you'll see an overview of your course, including important announcements, upcoming assignments, and recent activity.
- **Modules**: The course content is organized into modules. Click on the "Modules" tab to access lessons, readings, quizzes, and assignments in a structured sequence.
- **Quizzes**: Use the "Quizzes" tab to access and complete quizzes related to your course material. Your scores will be available here after submission.
- **Grades**: Keep an eye on your performance by selecting the "Grades" tab, where you can view scores and feedback on your assignments and quizzes.

For more detailed instructions on navigating UF e-Learning, please refer to the Canvas Student Guide.

