

BACE[™] Biotechnology Aptitude and Competency Exam

AY 25-26

All

ENROLLMENT GUIDE FOR SPONSORED CANDIDATES

This guide is a supplement to Accessing UF e-Learning and provides clear, step-by-step instructions for enrolling in Biotility courses and exams for both BACE Candidates and BACE Exam Site Personnel (BESP). Enrollment is processed in partnership with UF Professional and Workforce Development (UF PWD).

This document walks you through three parts of the enrollment process:

- **Candidate Enrollment** – selecting your course and starting your registration.
- **Account Creation or Confirmation** – setting up or confirming your UF PWD account.
- **Checkout Process** – finalizing your registration to ensure enrollment is complete.

To avoid common mistakes, keep these key points in mind:

Quick Enrollment Checklist

- ✓ Use an account (**Google, Microsoft, or LinkedIn**) that can be accessed at your exam site.
- ✓ Ensure the account shows your real/legal name, spelled correctly.
- ✓ Select an account that can be used long-term. If it is a school account, you must update contact information with Biotility before graduation to continue access to earned credentials.
- ✓ Always use the same account for enrollment and login.
- ✓ Enroll once per course — both the Practice Exam and the Exam Course.

Prior to Enrolling

- BACE candidates must have both of the following before starting enrollment in the BACE Exam Course:
 - **Enrollment link**
 - **Discount code**
- Free courses, such as the BACE Practice Exam Course (BPEC) and the BACE Exam Site Personnel Certificate Course (BSPCC), do not require a discount code.

Critical Enrollment Emails

- During enrollment, candidates receive an **Email verification request from ufl.edu**.
- After enrollment, candidates receive both of the following confirmations.
 - **UF Biotility Receipt**
 - **UF Biotility Enrollment Notification**
- If these confirmations are not received, the enrollment is not complete.

COURSE SELECTION

1. Receive or access the **enrollment link**. Biotility sends the link to the Site Administrator, who must share it with candidates in a private communication.
2. Sign in to your Google, Microsoft, or LinkedIn account. Use the account that shows your legal name — this is the account you will later use to create your UF External Identity.
3. Log out of all other accounts. If more than one account is signed in, the system may pull the wrong name and attempt to create your record under a nickname or another person's identity.
4. Select the **enrollment link**. You are now on the **Biotility Course Enrollment** page.

The screenshot shows the '0125 - BACE Practice Exam Course' page. The header includes the University of Florida logo, a shopping cart icon with a red '0', and a 'Login' button. Navigation links include 'ADVANCED SEARCH', 'COURSES', 'COLLEGES AND PROGRAMS', 'REQUEST INFORMATION', and 'MAKE A PAYMENT'. Below the header, there's a 'Search Results | Search Again' link. The course title '0125 - BACE Practice Exam Course' is prominently displayed, along with 'Delivery Options: Asynchronous Online'. A 'Course Description' box explains that the BACE exam is an industry-recognized exam. To the right, an 'Enroll Now - Select a section to enroll in' section shows a table with one row: '0125 - E001-FL-BI-Ind', 'This is a self-paced section', 'Asynchronous Online', and an orange plus sign icon. The word 'Available' is shown below the table.

5. Select the **orange plus (+)** next to the course section.

This is a close-up of the enrollment section. It shows the same table as the previous screenshot. A red arrow points to the orange plus sign icon in the last column of the table row.

6. Select **Add to Cart**.

This is a close-up of the 'Add to Cart' button. The button is orange with white text and is located below the enrollment table. The section title 'BACE Practice Exam Course' is visible at the bottom of the page.

7. You are now in the **Cart View**. Review the course details and any fees in your cart. This process follows one of three scenarios.

- 7.1. **Scenario 1: Free Courses** – No fee appears in the cart. 1) Confirm the total is **\$0.00**, 2) Select **Checkout**. (Examples: BPEC, BESPPC)

The screenshot shows the University of Florida Biotility website's cart page. The cart contains one item: "BACE Practice Exam Course" (0125 - E001-FL-BI-Ind) with a fee of \$0.00. The subtotal is \$0.00. A yellow arrow labeled '1' points to the "Total" row, which also shows \$0.00. A yellow arrow labeled '2' points to the "Checkout" button, which is highlighted with a red box.

- 7.2. **Scenario 2: Fee-Based Courses with Full Discount** – A fee appears in the cart. 1) Select **Apply a Discount**, 2) Enter the **Coupon Code**, 3) Confirm the total is **\$0.00**, 4) Select **Checkout**. (Examples: BACE, other Biotility credentials)

The screenshot shows the University of Florida Biotility website's cart page. The cart contains one item: "E0001-FL-BI-BACE First Attempt" (0407 - 1st Attempt) with a fee of \$200.00. The subtotal is \$200.00. A yellow arrow labeled '1' points to the "Apply a discount" button, which is highlighted with a red box. A yellow arrow labeled '2' points to the "Coupon Code" input field, which is also highlighted with a red box. A yellow arrow labeled '3' points to the "Total" row, which shows \$200.00. A yellow arrow labeled '4' points to the "Checkout" button, which is highlighted with a red box.

- 7.3. **Scenario 3: Fee-Based Courses with Partial or No Discount** – Stop using this document and refer to the [Enrollment Guide for Self-Pay Candidates](#) for full instructions on how to navigate this option.

ACCOUNT CREATION OR CONFIRMATION

8. You are now on the **UF External Identity Login** page. Select an external login option (**Google, Microsoft, or LinkedIn**).



9. On the **Sign-in with Google** page, enter your **Google email address**, and then select **Next**.

The screenshot shows the 'Sign in with Google' page. On the left, there's a 'UF' logo and the text 'Sign in to continue to UF External Identity'. On the right, there's a text input field labeled 'Email or phone' which is highlighted with a red box. Below the input field is a 'Forgot email?' link. At the bottom right, there's a 'Next' button which is also highlighted with a red box. There's also a 'Create account' link next to it.

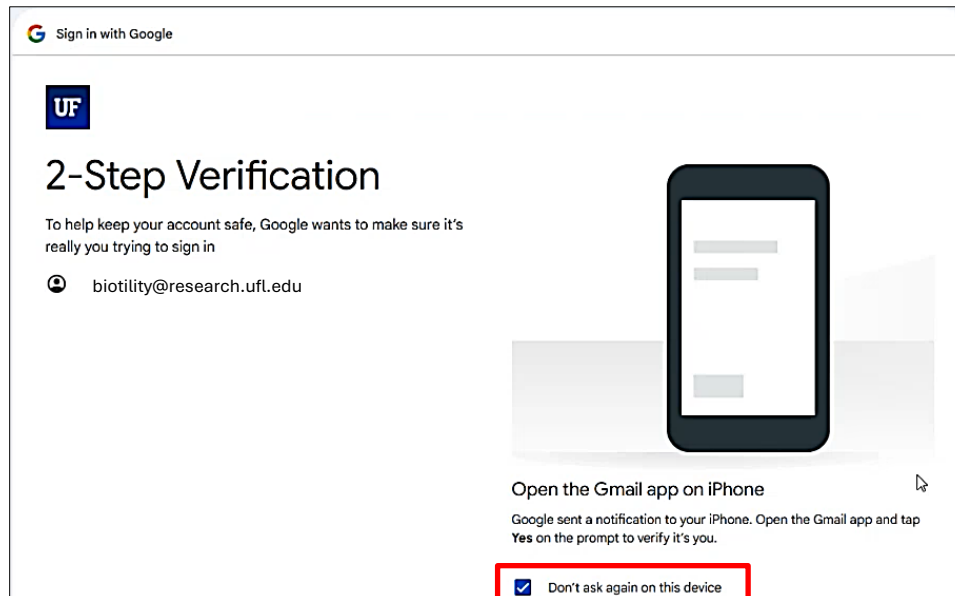
10. Enter your **Google password**, and then select **Next**.

The screenshot shows the 'Sign in with Google' page. On the left, there's a 'UF' logo and the text 'Welcome' followed by the email address 'biotility@research.ufl.edu'. On the right, there's a text input field labeled 'Enter your password' which is highlighted with a red box. Below the input field is a 'Show password' checkbox. At the bottom right, there's a 'Next' button which is also highlighted with a red box. There's also a 'Try another way' link next to it.

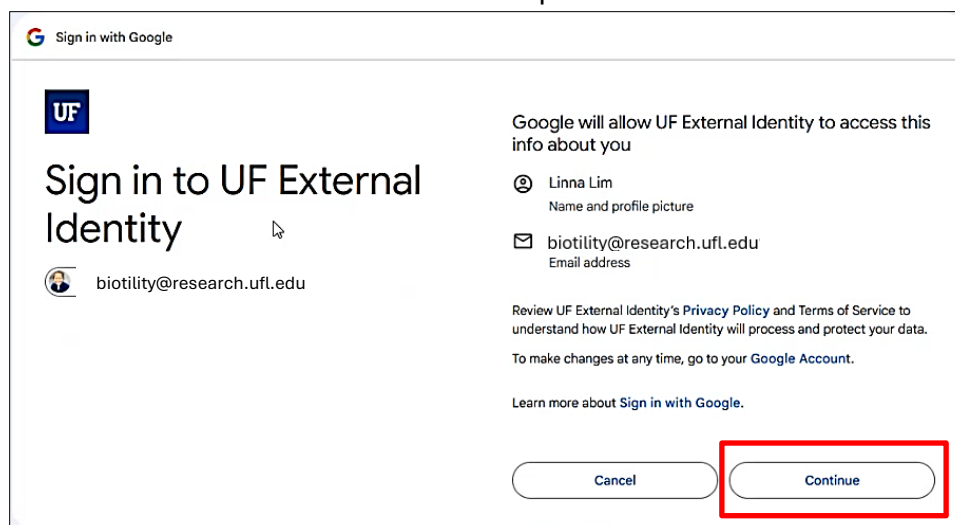


Steps 9-12 show the Sign-in with Google process. Please note Microsoft and LinkedIn processes are very similar. You may skip these steps depending on sign-in status and past enrollments.

11. Open the Gmail app on your phone. Select Yes on the prompt to verify your identity. If desired, select **Don't ask again on this device** to skip this step in the future.



12. On the **Sign in to UF External Identity** page, review the information that will be shared, specifically name, profile picture, and email address. **Read the critical information below**, then select **Continue** to allow access and proceed with enrollment.



CRITICAL STEP: Verify Your Name! The name shown on the **Sign in to UF External Identity** screen must match your **legal name** and the **Candidate ID** you will use on exam day. Do not continue if the name displayed is a nickname, shortened name, or online pseudonym. Using the wrong name will embed it in the UF system and will affect not only your BACE record but also any future actions with the University of Florida. If the name is incorrect:

- Stop the enrollment process.
- Update your name in your Google, Microsoft, or LinkedIn profile.
- Clear your browser cache.
- Restart the enrollment process with the updated profile.

13. You are now on the **Search for An Existing Account** page. This page checks if you already have a UF PWD account or need to create a new one. Enter the **required information**, then select **Submit**.

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SEARCH FOR AN EXISTING ACCOUNT.

BEFORE YOU MOVE ON, PLEASE ENTER YOUR INFORMATION BELOW TO SEE IF YOU'RE ALREADY IN UF'S SYSTEM

First Name *

Last Name *

Date of Birth (MM/DD/YYYY) *

Email Address (one that you might have used with UF before and to which you still have access) *

Personal Phone Number (Only enter phone number digits starting after your country code. Do not include dialing prefixes [e.g. 00] or use spaces or dashes) *

☐ North America and Caribbean

Country Code *

Phone Number *

☐ International Number

Country Code *

Phone Number *

* indicates required fields

University of Florida
Gainesville, FL 32611
** UF Help Desk: (352) 392-4357 **



Steps 13-14 show the **Search for An Existing Account** process. Returning users may skip these steps depending on sign-in status and past enrollments.

14. A **verification code** is sent to your email. Enter the code in the **Email Verification Code** box. When the box turns green and shows Verified, select **Submit** again.

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SEARCH FOR AN EXISTING ACCOUNT.

BEFORE YOU MOVE ON, PLEASE ENTER YOUR INFORMATION BELOW TO SEE IF YOU'RE ALREADY IN UF'S SYSTEM

First Name *

Last Name *

Date of Birth (MM/DD/YYYY) *

Email Address (one that you might have used with UF before and to which you still have access) *

An email has been sent to houchseng5@gmail.com containing a verification code.

Email Verification Code

Please enter the verification code in the field above.

CHECKOUT PROCESS

My Profile

15. Now you are on the **My Profile** page. This page allows you to verify and add information. Use the scroll bar to view all four sections.

15.1. **Section 1: Name and Email** - Verify your first name, last name, and email address.

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Checkout

My Profile / Payment / Receipt

My Profile

Name and Email Complete the following information to proceed with your request.

Address and Telephone

Date of Birth

Privacy

Salutation

First Name* Linna

Middle Name

Last Name* Lim

Email Address* biotility@research.ufl.edu

Save Email

15.2. **Section 2: Address and Telephone** – Enter your address type, street address, city, state/province, country, postal code, telephone type, and phone number.

Address and Telephone

You can update existing address by clicking "Save Address" button. You can also provide multiple addresses by filling out the information and click the "Add Another Address" button. Note you may have to save the current address before being able to add a new address.

Type* Office

Address 1 or Business Name* 4735 NW 53rd Ave. Ste. A

Address (line two)

City* Gainesville

State/Province* FL

Other State

Country* USA

Zip/Postal* 32653

Add Another Address

You can update existing number by clicking "Save Telephone" button. You can also provide multiple numbers. Fill out the information and click the "Add Another Telephone" button for each number. Note you may have to save the current number before being able to add a new number.

Type*
Home

Telephone / Fax

Add Another Telephone

15.3. **Section 3: Date of Birth** – Enter your date of birth.

Date of Birth

Date of Birth*



15.4. **Section 4: Privacy** – 1) Review your contact preferences, 2) Type your initials to confirm you have read and understood the University of Florida's Privacy Policies, 3) Select **Continue Checkout**.

Privacy

*

- ☐ Yes, by any method
- ☒ Yes, but only by the following methods (please check the methods that we may use to contact you)
- ☒ Phone
- ☒ Email
- ☐ No, please do not contact me

The Family Educational Rights and Privacy Act (FERPA) is a United States law that protects the privacy of student records. The University of Florida must have your explicit permission to release your contact information.

Your Employer/Affiliation(s) listed above allow you to choose to have your employer/group billed or to avail of membership discounts (when applicable) when you enroll for courses. This choice will be presented to you each time you enroll.

Please type your initials into each of the boxes below to indicate that you have read and understand these privacy policies:

understand that University of Florida abides by FERPA regulations and will not release my student information unless I expressly give University of Florida permission to do so.

understand that if I choose one of the following:

- Affiliate my course enrollment(s) with a company or group, OR
- Request that my company or group be billed directly for my courses

University of Florida will release to the appropriate company or group the following enrollment details: my account number, my student type, my course(s), course schedule(s), delivery method(s) and location(s), units, tuition amount(s) and fees due.

[Privacy Policy](#)

Continue Checkout

Payment

16. Now you are on the **Payment** page. This page allows you to both verify and add information. Use the scroll bar to view all four sections.

16.1. **Section 1: Profile Summary** – Verify that your profile information is correct.

Checkout

My Profile / **Payment** / Receipt

Payment

Confirmation

You have 30 minutes to complete the transaction. Your reservations will expire in **29:36**.


Profile Summary

Name:	Linna Lim
Preferred Address:	Office: 4735 NW 53rd Ave. Ste. A, Gainesville, FL, 32653, USA
Preferred Phone Number:	Office: 1 (386) 5182118
Preferred Email:	biotility@research.ufl.edu
Employer:	

View My Profile or Make Changes

16.2. **Section 2: Cart** – Verify the total is **\$0.00**.

Cart

Item	Selected Options	Quantity	Subtotal
 <div> COURSE E0001-FL-BI-BACE First Attempt 0407 - 1st Attempt </div>	Fee: BACE Exam \$200.00 Discount: BACE100 (\$200.00)	1	\$0.00
Subtotal			\$0.00
Total			\$0.00

16.3. **Section3: Questionnaire** – Answer the three required questions. You may select *Prefer Not to Say* if you choose.

Questionnaire

Respond to the following questions

The following questions are for your enrollment in a course belonging to UF Biotility

What ethnic group do you most identify with?*

Asian

What gender do you identify with?*

Female

What is your academic level?*

High School Senior

- 16.4. **Section 4: Payment Policy Confirmation** – Read Biotility’s payment policy for the course. 1) Select the checkbox to confirm that you have read and understood the policy. Because the total is **\$0.00**, no payment is required. 2) Select **Continue Checkout** to finish.

1

Policy Confirmation

Please review the following policies:

☐ I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method.*

[Print Registration Policies](#)

Keep Shopping


2

Continue Checkout


Required fields are indicated by *.

Receipt

17. Now you are on the **Receipt** page. This page is the final screen in the enrollment process. Seeing this page confirms that enrollment is complete.



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Welcome Linna | [Log Out](#)

[STUDENT PORTAL](#)
[ADVANCED SEARCH](#)
[COURSES](#)
[COLLEGES AND PROGRAMS](#)
[REQUEST INFORMATION](#)
[MAKE A PAYMENT](#)

Checkout

[My Profile](#) / [Payment](#) / [Receipt](#)

Receipt

You will also receive a receipt by email.

Linna Lim

4735 NW 53rd Ave., Ste. A

Gainesville, FL 32653

USA

biolity@research.ufl.edu

(386) 5182118


Student Number: X069722 Personnel Number: 88312371

Basket No.: 96930

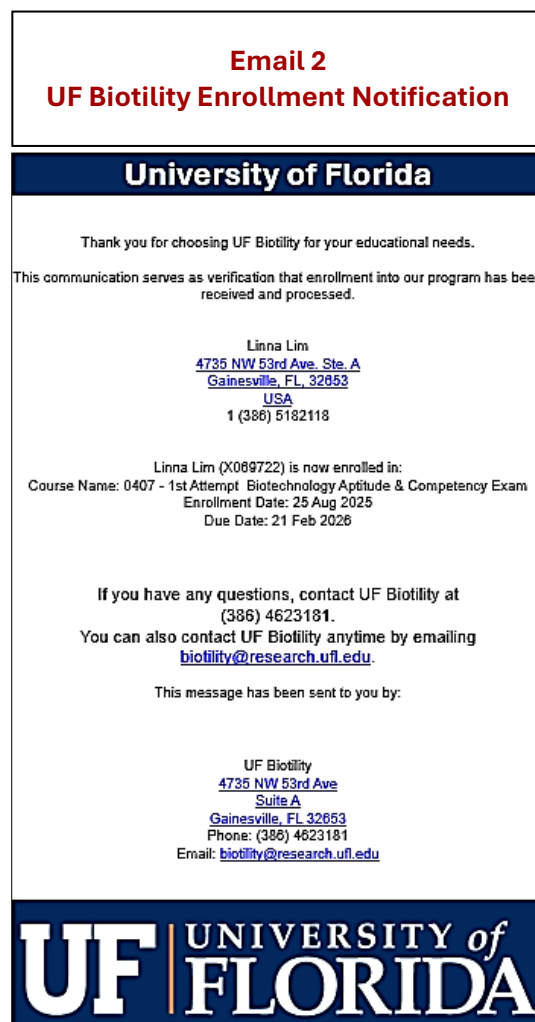
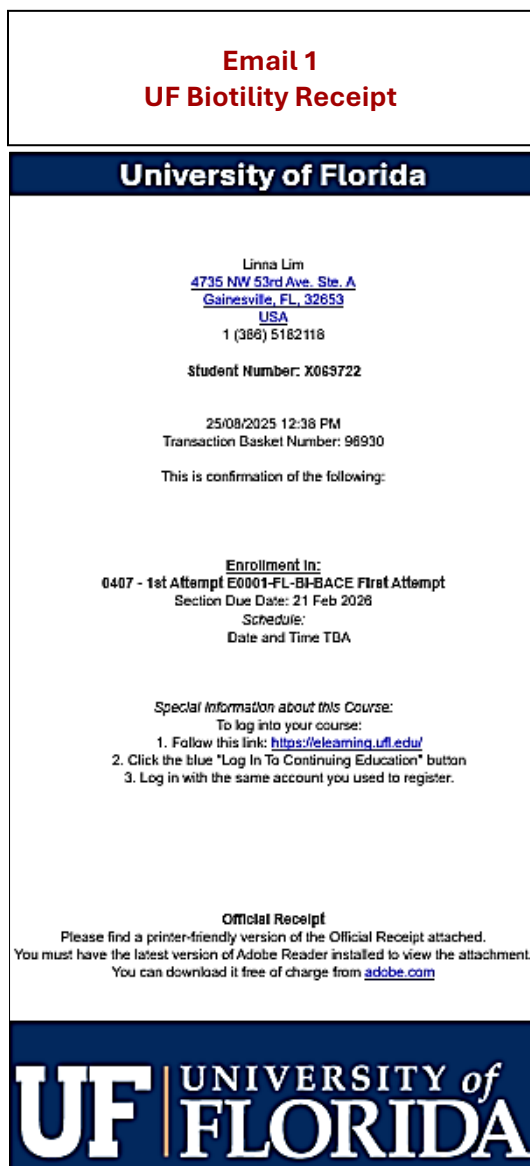
Date: Aug 25, 2025

The transaction was successfully completed. Please print this page for your records.

Purchased

Item	Selected Options	Quantity	Subtotal
 <div> <div>Course</div> <div>E0001-FL-BI-BACE First Attempt</div> <div>0407 - 1st Attempt</div> </div>	<div>Fee:</div> <div>BACE Exam \$200.00</div> <div>Discount:</div> <div>BACE100 (\$200.00)</div>	1	\$0.00
			Subtotal
			\$0.00
			Total
			\$0.00

18. A copy of the receipt and registration confirmation is sent to the email address on file. Candidates should verify that they receive two confirmation emails: **UF Biotility Enrollment Notification** and **UF Biotility Receipt**. Candidates may be asked to forward these emails to their Site Administrator as proof of enrollment.



LOG IN TO UF E-LEARNING COURSES

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

1. Navigate to the [UF e-Learning Login](#) page.
2. Select **External ID**.
3. Sign in with the social account you enrolled through.
4. Once in UF e-Learning, select the appropriate course tile from your dashboard.