The next time you need to change your GatorLink password, follow the simple steps below:

1. Log on to the myUFL portal <http://my.ufl.edu>.
2. Click on “My Account” and select “Change My Password.”

![myUFL Menu]

3. Review your password policy and requirements, then enter your old password, your new password, and then re-enter you new password. Click on Change Password.
4. Read the Acceptable Use Policy. Click OK to accept. [First-time users only.]
5. Take the security quiz. You must answer all of the questions and then click OK. [First-time users and then once a year.]
6. You will see a confirmation message that your password has been changed successfully and your new password expiration date will be displayed. Click OK.
7. If your password policy level is P1-P3, you will be taken to the “Set My Password Hint” page to set up a hint. (You may now create or change your hint but it is not required.) If your policy level is a P4-P5, you will return to the “Change My Password” page.
8. You are done!