GUIDE FOR FISCAL ONBOARDING REGISTRATION

1. Within the email you received, click the **registration link**.
2. Start on the right side of the screen. Click **REGISTER**.

If you have **previously registered** for Financial Basics or for a Fiscal Overview Station. Click **OPTIONS** then **Register**.
3. Select **ADD** for COURSE: INSTRUCTOR-LED “Financial Basics at the University of Florida.”

![Image of activity registration]

4. Select **ADD again** for the CLASS: INSTRUCTOR-LED “Financial Basics at the University of Florida.”

![Image of activity registration]

5. If necessary, **Scroll down**.

6. Select **ADD** for CLASS: INSTRUCTOR-LED “Fiscal Overview Stations.”

7. If necessary, **Scroll down**.
8. **ADD** the first SESSION you want to attend.
9. **ADD** the second SESSION you want to attend.
10. You should see 5 elements in the list and a blue registration button. Select **REGISTER** in the lower right.

Congratulations! You are registered.

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