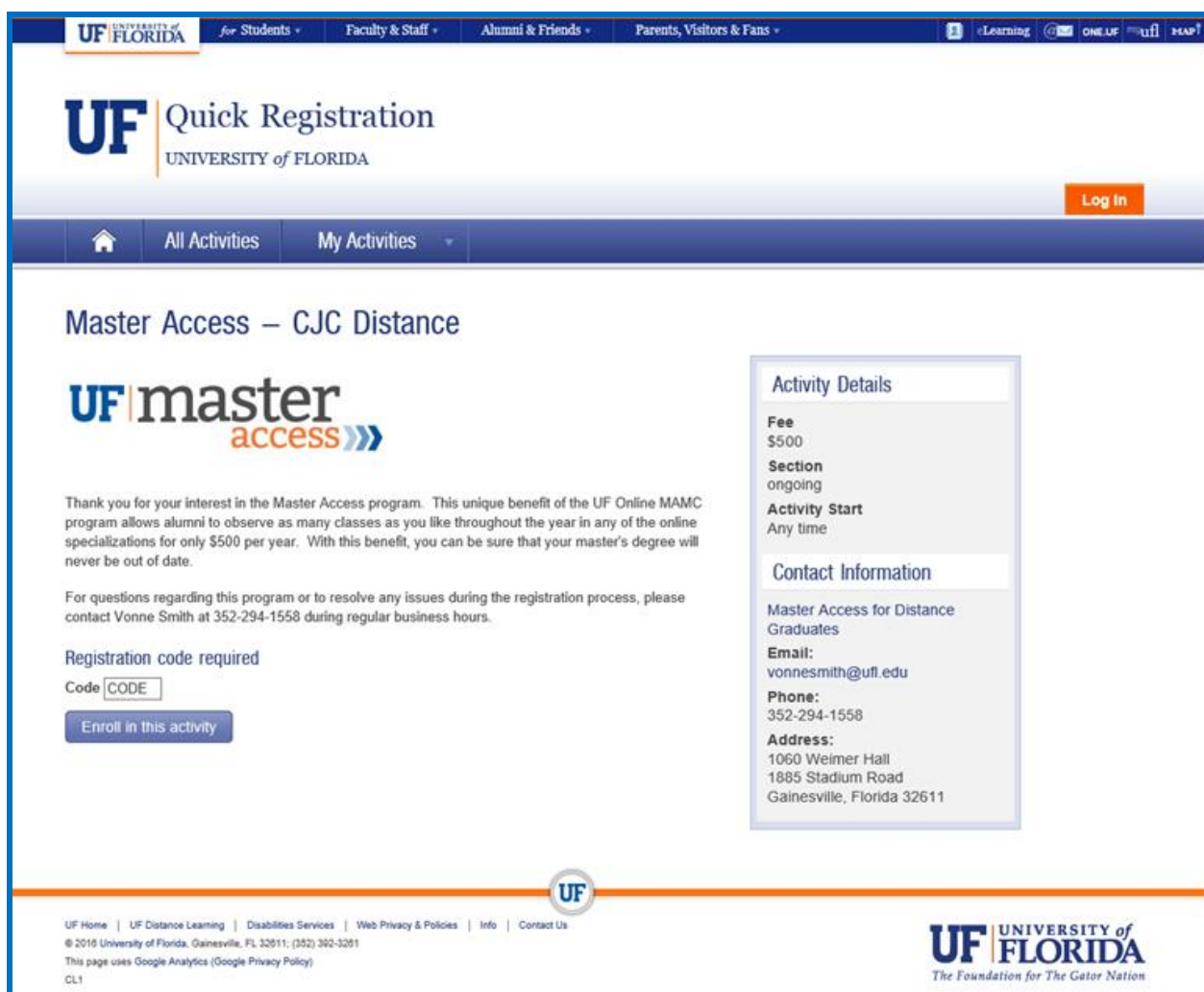# UF Master Access – How to Apply

Your Step-by-Step Guide on the Registration Process

1. After filling out the form on our website, you should receive an email with your unique registration code and link to UF's Quick Registration system from our staff within 1-2 business days.
2. Visit the link provided in the email. You should arrive at the page shown below.
3. Enter registration code provided in the email and click "Enroll in this activity."

4. The next screen is shown below.

   a. If your GatorLink account is still active and you know the login information, use the first button.
   b. If your GatorLink account needs to be reactivated since you last attended UF, use the third button.
   c. If you can't remember your UFID or GatorLink account information, use the fourth option.

You will see the screen below if you chose "I have a GatorLink account but can't log in with it" (option 4b, third button):

You will see the screen below if you chose "I can't remember my UFID or GatorLink account" (option 4c, fourth button) :

After working out any GatorLink login issues, go back to the screen titled "Do you have a GatorLink account" and choose the first option – "I have a GatorLink account, let me log in." If necessary, you may click the link in your original email and reenter the registration code to reach that screen.

5. **You will be asked to login to UF with your GatorLink information. The page will redirect you to the UF E-Commerce site for payment information.**

6. **Fill in your payment information and click Continue Checkout.**

7. **You will be asked to acknowledge that you have read and accept the terms and conditions of the E-Commerce company for this payment. Check the box and hit Continue Checkout to complete your transaction.**

8. **You will be asked to confirm your payment information. Click Submit Payment if your information is correct.**

9. You should receive a message that your transaction has been approved. You may choose to email another copy of the receipt to yourself or print a copy of your receipt. If you are done with this page, click Finish.

10. You will receive confirmation of successfully enrolling in the Canvas shell for the program. Click Log In to access the Canvas Shell. Once in Canvas, you can choose classes you would like to audit.

11. **When signing into Canvas, you may see a notice about updated terms of use for Canvas. Check that you agree with the new terms and click Submit to continue to the shell.**
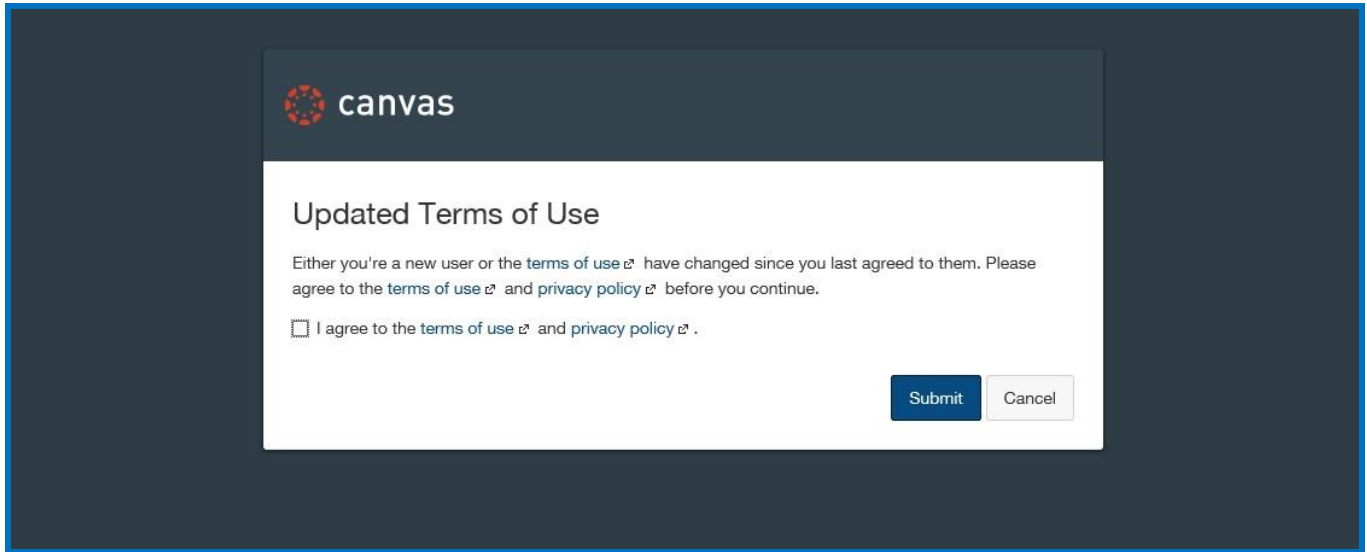
12. **After logging in, you should be in the Canvas shell. Use the link in the shell to take a survey and choose your classes. There are also brief descriptions of the different MAMC specializations to help you decide.**