myELI is the University of Florida’s website for important information for ELI students. This user guide will help you use the website.

**Getting Started**

1. Go to my.eli.ufl.edu
2. Enter your User ID and Password
3. Click “login”

**Question:** Are my User ID and Password the same as my Gatorlink?

**Answer:** No, they are different. Your User ID (Login name) is only used for myELI. Your Gatorlink is for using other UF services.

**Question:** I can’t find the website.

**Answer:** The website is my.eli.ufl.edu. Don’t add “www.” Make sure you type the address directly into your address bar. Don’t use Google to find the website.

**Question:** What is my User ID and Password?

**Answer:** When you applied to the ELI, you got an email from studyenglish@eli.ufl.edu with your User ID and Password.

**Question:** I can’t find the email. What should I do?

**Answer:** Contact the ELI office.

**Question:** I don’t know my password.

**Answer:** Press *Forgot your password?* Enter your username and we will send you a link to change your password.
## How do I...

- ...login to myELI?                        Page 1  
- ...add a picture to my profile?          Page 4  
- ...change my address and other information? Page 4  
- ...change my myELI password?             Page 4  
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- ...change my emergency contact?          Page 6  
- ...see my schedule?                      Page 7  
- ...see my attendance?                    Pages 7, 8, 13  
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- ...find my teacher’s email address?      Page 10  
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- ...see my grades?                        Page 13  
- ...ask for a schedule change?            Page 14
Home Page

Example notices:
- Insurance
- Immunizations
- Immigration
- Unpaid fees

Upcoming Activities:
- CIP and ELI activities for students to enjoy

Dates:
- Semester start and finish dates
- Deadlines

Schedule:
- Your classes
- Locations and Times
- Teachers

My Profile

From the My Profile screen, you can:
- View and change address and phone number
- Change your myELI password
- View your immigration information
- Add and change your emergency contact information
- View your ELI Progress Report
- View, add, or delete your ELI documents, including your insurance, immigration, and financial files
My Profile—Edit Basic and Address Information

Make sure your address information is correct! If you move or change your address, change your information in myELI!

Add a picture of yourself. Only ELI workers can see your picture. ELI students cannot see your picture or other information in your profile.

My Profile—Change Password

Your password must be at least 8 characters long.
My Profile—Address History

View your current and previous address in the United States. You cannot change your Home Country Address in myELI. If there is a change in your Home Country Address, contact the ELI Office.

My Profile—Immigration

View your immigration information. If there is a mistake or a question, talk to Daryl Bish in the ELI Office.

My Profile—Funding

If you have a scholarship, you can view that information here. If there is a mistake or question, contact the ELI office.
### My Profile—Health/Emergency Information

#### Health/Emergency Info

<table>
<thead>
<tr>
<th>Local Emergency Contact</th>
<th>Home Emergency Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Name:</strong> Mr. Gator</td>
<td><strong>Contact Name:</strong> Mrs. Gator</td>
</tr>
<tr>
<td><strong>Contact Phone:</strong> 555-555-5555</td>
<td><strong>Contact Phone:</strong> 666-666-6666</td>
</tr>
<tr>
<td><strong>Contact Address:</strong> 1200 Main Street</td>
<td><strong>Contact Address:</strong> 1300 Foreign Street</td>
</tr>
<tr>
<td><strong>Contact City:</strong> Gainesville</td>
<td><strong>Contact City:</strong> Toronto</td>
</tr>
<tr>
<td><strong>Contact State/Province:</strong> Florida</td>
<td><strong>Contact State/Province:</strong> Ontario</td>
</tr>
<tr>
<td><strong>Contact Country:</strong> Canada</td>
<td><strong>Contact Country:</strong> Canada</td>
</tr>
<tr>
<td><strong>Contact Postal Code:</strong> 32611</td>
<td><strong>Contact Postal Code:</strong> M1W</td>
</tr>
</tbody>
</table>

This is your local emergency contact. It should be someone in or near Gainesville. The ELI will contact this person if you have an emergency.

This is your home emergency contact. It should be someone in your country. The ELI will contact this person if you have an emergency.

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#### My Profile—Health/Emergency Information—Edit

You can add or change your emergency contact information. Make sure this information is correct!

You can add information about your health concerns or health insurance information. Only give information that you want the ELI to have.
My Profile—ELI Progress Report

Choose your schedule from a different semester from this box.

See your classes, levels, meeting times, class locations, and teacher names.

This is your attendance for the semester. Remember! 3 tardies equals 1 absence.
### My Profile—ELI Progress Report—Schedule—Generate PDF Schedule

#### Schedule
- **Semester:** Summer C 2018
  - **Summer C 2018** (2018-05-15 to 2018-08-10)

#### ELI Class Schedule

**Jun 21, 2018**

- **Students Name:** Sample Student
- **Student ID:** ELI ID: 13901
- **Semester/Term:** Summer C 2018 (May 15 to Aug 10)

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Meeting Times</th>
<th>Classrooms</th>
<th>Teacher</th>
<th>Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS 60</td>
<td>61</td>
<td>1:00PM - 1:50PM, 2:00PM - 2:50PM</td>
<td>M.T.W.R. LA Location (L.A) 1:00:15:00</td>
<td>Thomas Doba</td>
<td>See Instructor</td>
</tr>
<tr>
<td>RW 30</td>
<td>30</td>
<td>3:00PM - 3:50PM, 4:00PM - 4:50PM</td>
<td>M.T.W.R. Motherly Hall (MAT) 1</td>
<td>Thomas Doba</td>
<td>Reading for Today: Issues, fox, Inside Writing, 1</td>
</tr>
</tbody>
</table>

Anyone on F2/B1/B2 Visas must take 15 hours or less.

All classes start Monday, May 21.

The last day to return books is May 29. The last day to exchange books is June 06. Save your receipts and do not write in your books until then.

#### ELI Attendance Policy

(For all Full-Time Academic Students)

1. **If you go over:**
   - Percentage Hours
     - 15%: 35 hours You will NOT get a Semester Certificate.
     - 25%: 50 hours You can no longer attend ELI classes and your I-20 will be terminated.

2. If you are part-time, please see the instructor for the number of hours you are permitted to miss.

3. If you miss more than 30 hours, and less than 50 hours, you will only be allowed to return to the ELI as a part-time student. Students who leave and come back will not get a semester certificate.

4. Students who miss five consecutive days should have their I-20 terminated.

### My Profile—ELI Progress Report—Schedule—Attendance Details

#### Attendance Details

**Student: Sample Student**

**Semester:** Summer C 2018 (2018-05-15 to 2018-08-10)

#### See your attendance for each day.

Note—For LS or RW, only one hour of classes is shown. These classes meet for two hours per day, so all absences or tardies may not be shown.
My Profile—Documents

From this page, you can view your important documents.
These documents are:

- Certification of Financial Responsibility
- Diploma Transcript
- Financial Statement
- I-20
- Insurance Verification Form
- Passport
- Proof of Health Insurance
- Proof of Immunizations
- Transfer Form
- Waiver of Liability

My Profile—Documents—Add a Document

Give a name to your document.
Choose the type of document from this menu.
Choose a file from your computer to upload. You can add .pdf and picture files.
Note: You cannot upload Microsoft Word files.
Add a note to your document.
Welcome, Sample Student

From the Directory, you can find information for all ELI teachers, administrators, office staff, and language assistants.

**Directory**

Type a name here to find information.

Click here to find out more information about that person.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Role</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen</td>
<td>Todd</td>
<td>Teacher</td>
<td>View Details</td>
</tr>
<tr>
<td>Almejadi</td>
<td>Mohammad</td>
<td>Teacher</td>
<td>View Details</td>
</tr>
<tr>
<td>Annada</td>
<td>Carrie</td>
<td>Language Assistant</td>
<td>View Details</td>
</tr>
<tr>
<td>Aquadnyak</td>
<td>Betty</td>
<td>Administrator</td>
<td>View Details</td>
</tr>
<tr>
<td>Bhamad</td>
<td>Karna</td>
<td>Language Assistant</td>
<td>View Details</td>
</tr>
<tr>
<td>Baker</td>
<td>Norman</td>
<td>Teacher</td>
<td>View Details</td>
</tr>
<tr>
<td>Rish</td>
<td>Daryl</td>
<td>Assistant Director</td>
<td>View Details</td>
</tr>
</tbody>
</table>

**Directory—View Details**

Victoria Shelly

**Basic Info**

- **Title:** Student Life Coordinator
- **Email:** vcshelly@ufl.edu
- **Office Phone:** 352-273-4384
- **Alt Phone:**
My Finances

On this page, you can see what money you must pay to the ELI for tuition, fees, or other things.

Click “Account Statement” to create a .pdf file of all your financial information at the ELI.

My Finances

Use this tab to check in for the next semester.

Check your attendance for every day of class.

Find your midterm and final grades for your classes.

Check your schedule and request class changes.

See your classes and grades for your entire time at the ELI.
Welcome, Sample Student

Courses

- **Semester Registration**: Use this tab to check in for the next semester.
- **Attendance**: Check your attendance for every day of class.
- **My Grades/Scores**: Find your midterm and final grades for your classes.
- **Schedule**: Check your schedule and request class changes.
- **My Progress Report**: See your classes and grades for your entire time at the ELI.

**My Courses**

Courses

- **Semester Registration**: Here you can register for the next semester. After you click “Check-In,” you can choose your classes for the next semester. You can also read about the elective classes for that semester.

**Registration Information**
Changes to this information must be made through ELI Front Desk Staff.

<table>
<thead>
<tr>
<th>Session</th>
<th>Status</th>
<th>Checked in?</th>
<th>Return Student Survey Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall C 2018</td>
<td>Registered</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Summer C 2018</td>
<td>Registered</td>
<td>No (Check-In)</td>
<td></td>
</tr>
</tbody>
</table>

**My Courses—Semester Registration**
Click here to check attendance for past semesters.

Click here to check attendance for your different classes.

See your attendance for each hour of class. Remember! Listening /Speaking and Reading / Writing are two hours per day.

My Courses—Attendance

See your total number of absences for all of your classes together.

See your total number of absences for each class and the absence limit for the class. Check your class syllabus to learn how attendance affects your grade.

My Courses—My Grades/Scores

Choose the semester here. You can see your grades from past semesters.

See your grades for your final exams. For Reading and Writing, you will see your reading exam score. For Listening and Speaking, you will see your listening exam score.

See the results of special class objectives. For example, you can see if you passed the exit requirements for L/S 60 or R/W 60.

See your recommendations for next level. The first column shows if your teacher recommends you for the next level. The second column is your overall recommended level for the next semester.

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See your classes, meeting times, places, and teachers.

Click here to see a .pdf of your schedule, including textbook information.

My Courses—Schedule

Click here to request a change to your schedule.

When you request a change to your schedule, read the message carefully. Write an explanation of why you want to change your schedule. Your request will appear in the “Change Requests” menu. Here, you can see the status of your request.

My Courses—Schedule—Requests