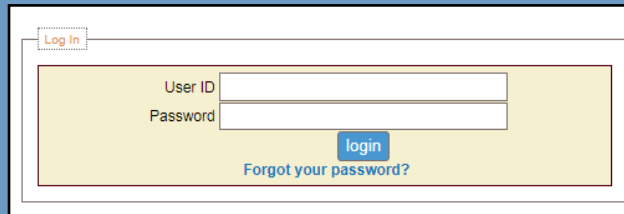


myELI User Guide

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.

Getting Started—Questions

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.

Here are your login name and password to log into the UF|myELI website:
Login Name: SStudent
Password: Z&Chsh2Yc7
UF|myELI URL: https://my.eli.ufl.edu

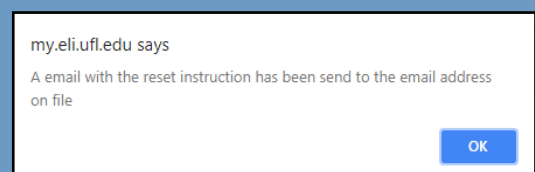
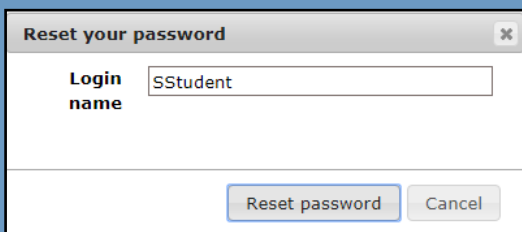


Question: I can’t find the email. What should I do?

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
...see my immigration information?	Page 5
...change my emergency contact?	Page 6
...see my schedule?	Page 7
...see my attendance?	Pages 7, 8, 13
...upload documents?	Page 9
...find my teacher's email address?	Page 10
...see my financial statement?	Page 11
...check in for next semester?	Page 12
...see my grades?	Page 13
...ask for a schedule change?	Page 14

Home Page

Upcoming Activities:

- CIP and ELI activities for students to enjoy

The screenshot shows the Home Page interface. At the top left is the 'Home Page' label. Below it is a navigation bar with 'UF | my ELI' and a welcome message 'Welcome, Sample Student'. To the right of the navigation bar are links for 'My Profile', 'Directory', 'My Finances', and 'My Courses'. Below the navigation bar are three main sections: 'NOTICES', 'IMPORTANT DATES', and 'UPCOMING ACTIVITIES'. Below these are 'SCHEDULE' and 'UPCOMING ACTIVITIES' (repeated). Three callout boxes point to these sections: 'Example notices' (listing Insurance, Immunizations, Immigration, Unpaid fees), 'Dates' (listing Semester start and finish dates, Deadlines), and 'Schedule' (listing Your classes, Locations and Times, Teachers).

Example notices:

- Insurance
- Immunizations
- Immigration
- Unpaid fees

Dates:

- Semester start and finish dates
- Deadlines

Schedule:

- Your classes
- Locations and Times
- Teachers

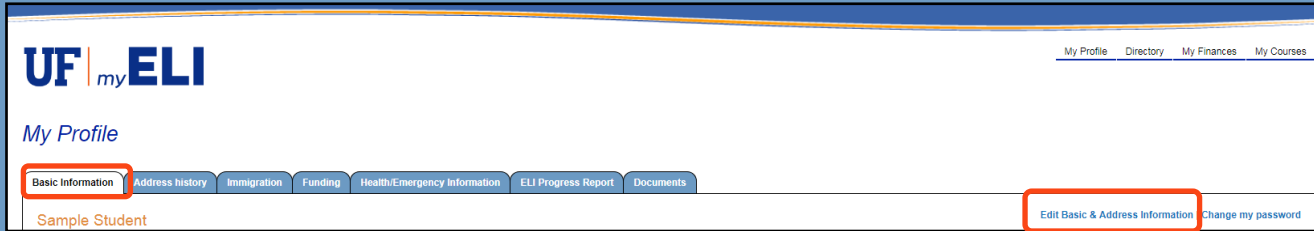
My Profile

The screenshot shows the My Profile page. At the top left is the 'My Profile' label. Below it is a navigation bar with 'UF | my ELI' and a 'My Profile' link highlighted with a red box. Below the navigation bar are tabs for 'Basic Information', 'Address history', 'Immigration', 'Funding', 'Health/Emergency Information', 'ELI Progress Report', and 'Documents'. Below the tabs is the text 'Sample Student' and a link 'Edit Basic & Address Information | Change my password'. Below the screenshot is a list of actions that can be performed from the My Profile screen.

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




My Profile

Basic Information | Address history | Immigration | Funding | Health/Emergency Information | ELI Progress Report | Documents

Fields in RED are REQUIRED.

Basic

First Name:
Middle Name:
Last Name:
Name Suffix:
Title:
Date of Birth:
(mm/dd/yyyy)
GatorLink Username:
Email:
Phone:
Alt Phone:
Fax:

Existing Portrait Image:

Replace Image: No file chosen

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

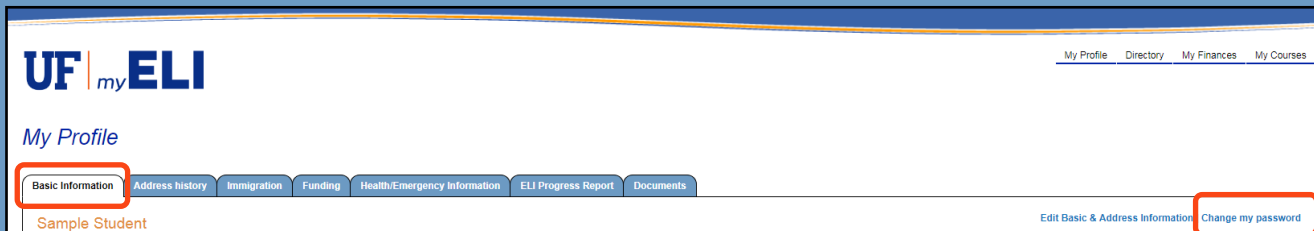
Addresses

Local Address

Street 1:
Street 2:
City:
State:
ZIP Code:
Country:
Phone number:

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

My Profile—Change Password



Your password must be at least 8 characters long.

Change my password

New Password
Confirm new Password

My Profile—Address History

My Profile

- Basic Information
- Address history**
- Immigration
- Funding
- Health/Emergency Information
- ELI Progress Report
- Documents

[Edit Basic & Address Information](#) | [Change my password](#)

Local Address

1200 Primary Street
Gainesville, Florida 36011
United States of America

Previous Local Addresses

1000 Main Street
Gainesville, Florida 36011
United States of America

United States of America

Home Country Address

Previous Home Country Addresses

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

My Profile

- Basic Information
- Address history
- Immigration**
- Funding
- Health/Emergency Information
- ELI Progress Report
- Documents

Immigration

Immigration Information

Visa Type: F1
I-20 Expiration Date: 12/31/2019
I-20 Status: Active
Conditionally Accepted: No
Transfer Student: No
Transfer From School: No

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

My Profile—Funding

My Profile

- Basic Information
- Address history
- Immigration
- Funding**
- Health/Emergency Information
- ELI Progress Report
- Documents

Sponsorship Information

Date of Birth: 01/01/2000
Sponsor Agency / Name:
Sponsor E-Mail:
Sponsor Address:
Officially Sponsored:

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

Basic Information | Address history | Immigration | Funding | **Health/Emergency Information** | ELI Progress Report | Documents

Health/Emergency Info Edit

Local Emergency Contact

Contact Name: Mr. Gator
 Contact Phone: 555-555-5555
 Contact Address: 1200 Main Street
 Contact City: Gainesville
 Contact State/Province: Florida
 Contact Postal Code: 32611

Home Emergency Contact

Contact Name: Mrs. Gator
 Contact Phone: 555-555-5555
 Contact Address: 1300 Foreign Street
 Contact City: Toronto
 Contact State/Province: Ontario
 Contact Country: Canada
 Contact Postal Code: M1W

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.

My Profile—Health/Emergency Information—Edit

Health/Emergency Info Edit

Edit Health/Emergency Info
 Fields in **RED** are REQUIRED.

Health Concerns:

Health Insurance Information:

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

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

Local Emergency Contact

Contact Name:
 Contact Phone:
 Contact Address:
 Contact City:
 Contact State/Province:
 Contact Postal Code:

Home Emergency Contact

Contact Name:
 Contact Phone:
 Contact Address:
 Contact City:
 Contact State/Province:
 Contact Country:
 Contact Postal Code:

My Profile—ELI Progress Report

Basic Information | Address history | Immigration | Funding | Health/Emergency Information | **ELI Progress Report** | Documents

Schedule

Semester: Summer C 2018
 Summer C 2018 (2018-05-15 to 2018-08-10) [Generate PDF Schedule](#)

Show 10 entries Search:

Course	Section	Meeting Times	Building/Room	Instructor	Attendance			
					Present	Tardy	Absent	Hours absent
LS Listening/Speaking	61	1:00PM - 1:50PM; 2:00PM - 2:50PM	M,T,W,R: LA Location (LA) 1:00-1:50 & M,T,W,R: Matherly Hall (MAT) 2	Dolce, Thomas	16	0	0	0
RW Reading/Writing	30	3:00PM - 3:50PM; 4:00PM - 4:50PM	M,T,W,R,F: Matherly Hall (MAT) 4	Dolce, Thomas	35	1	2	2

Showing 1 to 2 of 2 entries Previous **1** Next

Semester Overall Attendance: 96.3%
[Attendance Details](#)

Evaluation Information

Show 10 entries Search:

Session	Grammar	Reading/Writing	Listening/Speaking	Overall Attendance
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

Placement Test Information

Show 10 entries Search:

Test Date	Writing Test	CELT 1	CELT 2
No data available in table			

Showing 0 to 0 of 0 entries

My Profile—ELI Progress Report—Schedule

Schedule

Semester: Summer C 2018 Choose your schedule from a different semester from this box.

Summer C 2018 (2018-05-15 to 2018-08-10) [Generate PDF Schedule](#)

Show 10 entries Search:

Course	Section	Meeting Times	Building/Room	Instructor	Attendance			
					Present	Tardy	Absent	Hours absent
LS Listening/Speaking	61	1:00PM - 1:50PM; 2:00PM - 2:50PM	M,T,W,R: LA Location (LA) 1:00-1:50 & M,T,W,R: Matherly Hall (MAT) 2	Dolce, Thomas	26	2	2	2
RW Reading/Writing	30	3:00PM - 3:50PM; 4:00PM - 4:50PM	M,T,W,R,F: Matherly Hall (MAT) 4	Dolce, Thomas	35	1	2	2

Showing 1 to 2 of 2 entries Previous **1** Next

Semester Overall Attendance: 94.1%
[Attendance Details](#)

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

- Basic Information
- Address history
- Immigration
- Funding
- Health/Emergency Information
- ELI Progress Report**
- Documents

Schedule

Semester: Summer C 2018

Summer C 2018 (2018-05-15 to 2018-08-10)

[Generate PDF Schedule](#)

UF English Language Institute
UNIVERSITY of FLORIDA
ELI CLASS SCHEDULE
Jun 21, 2018

UF Maps Available

Check these places for building abbreviations

- In your welcome and registration packet
- Extra maps are also available in the Main Office
- Online: <http://campusmap.ufl.edu>
- UF app (free): for Android/Ipod/Ipod Touch

Student's Name: Sample Student

Student ID: ELI-ID: 13901

Semester/Term: Summer C 2018 (May 15 to Aug 10)

Course	Section	Meeting Times	Classroom	Teacher	Books
LS 60	61	1:00PM - 1:50PM; 2:00PM - 2:50PM	M,T,W,R: LA Location (LA) 1:00-1:50 M,T,W,R: Matherly Hall (MAT) 2	Thomas Dolce	See Instructor
RW 30	30	3:00PM - 3:50PM; 4:00PM - 4:50PM	M,T,W,R,F: Matherly Hall (MAT) 4	Thomas Dolce	Reading for Today 3: Issues, 5e; Inside Writing, 1

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.

Abbreviations for the days of the week:

MTWRF=Monday through Thursday
MTWRF=Monday through Friday
M=Monday
T=Tuesday
W=Wednesday
R=Thursday
F=Friday
TR=Tuesday and Thursday

ELI Attendance Policy

(For all Full-Time¹ Non-Probationary Students)

If you go over:

Percentage Hours

15% 35 hours You will NOT get a Semester Certificate.²

25% 59 hours You can no longer attend ELI classes and your I-20 will be terminated.

¹ If you are part-time, please see the receptionist for the number of hours you are permitted to miss.

² If you miss more than 35 hours, and less than 59 hours, you will only be allowed to return to the ELI as a Probationary student. Students who fail a class will not get a semester certificate.

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

My Profile—ELI Progress Report—Schedule—Attendance Details

Schedule

Semester: Summer C 2018

Summer C 2018 (2018-05-15 to 2018-08-10)

Show 10 entries

Course	Section
LS Listening/Speaking	61
RW Reading/Writing	30

Showing 1 to 2 of 2 entries

Semester Overall Attendance: 94.1%

[Attendance Details](#)

Attendance Details

Student: Sample Student
ID: ELI-ID: 13901

Semester: Summer C, 2018 (May 15 - August 10)

Date	LS Listening/Speaking (60) Sec 61	RW Reading/Writing (30) Sec 30
05-21-2018	Present	Absent
05-22-2018	Present	Present
05-23-2018	Present	Tardy
05-24-2018	Present	Present
05-25-2018		Present
05-28-2018	Absent	Present
05-30-2018	Present	Present
05-31-2018	Tardy	Present
06-01-2018		Present
06-04-2018	Present	Present
06-05-2018	Present	Present
06-06-2018	Present	Present
06-07-2018	Present	Present
06-08-2018		Present
06-11-2018	Present	Present
06-12-2018	Present	Present
06-13-2018	Present	Present
06-14-2018	Present	Present
06-15-2018		Present

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

My Profile

Basic Information | Address history | Immigration | Funding | Health/Emergency Information | ELI Progress Report | **Documents** | Add Document

Documents Add Document

Type	Received	Application Date	Expiration Date	Valid	File Name/Label	Notes
Certification of Financial Responsibility	06-05-2018	05-30-2018		Yes	user13901_CFR_18060509082 6.pdf	

- 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

My Profile

Basic Information | Address history | Immigration | Funding | Health/Emergency Information | ELI Progress Report | **Documents** | Add Document

Documents Add Document

Type	Received	Application Date	Expiration Date	Valid	File Name/Label	Notes
Certification of Financial Responsibility	06-05-2018	05-30-2018		Yes	user13901_CFR_18060509082 6.pdf	

Give a name to your document.

Choose the type of document from this menu.

Documents

Add Document

Fields in **RED** are REQUIRED.

Name: Sample Student

Document Type: --- Select One ---

Label:

File: No file chosen

Notes:

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.

Directory



[My Profile](#) [Directory](#) [My Finances](#) [My Courses](#)

Welcome, Sample Student

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

Directory

Directory

Type a name here to find information.

Browse people

Filter by:

Role:

Select options

Show 25 entries

Reset filters

Last name	First name	Role	
Allen	Todd	Teacher	View Details
Almeqdad	Mohammed	Teacher	View Details
Armada	Camille	Language Assistant	View Details
Augustyniak	Becky	Administrator	View Details
Bahmad	Marina	Language Assistant	View Details
Baker	Noreen	Teacher	View Details
Bish	Daryl	Assistant Director	View Details

Click here to find out more information about that person.

Directory—View Details

Shelly Victoria Student Life Special Programs Coordinator [View Details](#)

Victoria Shelly

Basic Info

Victoria Shelly

Title: Student Life Coordinator
Email: vcshelly@ufl.edu
Office phone: 352-273-4394
Alt Phone:





My Profile Directory **My Finances** My Courses

Welcome, Sample Student

Finances

My Finances

Sample Student

Account Statement (PDF)

Account Balance

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.



English Language Institute
University of Florida

ACCOUNT STATEMENT

ACCOUNT STATEMENT
DATE GENERATED: June 22, 2018

PO Box 117051
223 Matherly Hall
Gainesville, FL 32611-7051
Phone: (352) 392-2070
Fax: (352) 392-3744
studyinglish@eli.ufl.edu

STUDENT: Student, Sample
ELI-ID: 13901

My Finances



My Profile Directory My Finances **My Courses**

Welcome, Sample Student

Semester Registration

Attendance

My Grades/Scores

Schedule

My Progress Report

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.



My Profile | Directory | My Finances | **My Courses**

Welcome, Sample Student

Courses

Semester Registration | Attendance | My Grades/Scores | Schedule | My Progress Report

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.

My Courses

Courses

Semester Registration | Attendance | My Grades/Scores | Schedule | My Progress Report

Registration Information

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

Show 10 entries Search:

Session	Status	Checked-in?	Return Student Survey Details
Fall C 2018	Registered	Yes	
Summer C 2018	Registered	No (Check-in)	

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.

I am a (please check one):

Full-time student

Part-time student

I would like to take the following classes:

Full-time students must choose one class from each group. Part-time students can choose depending on their visa.

Required Courses: Please select one class from each of the groups below. To see elective course descriptions, click [here](#) (dummy link). For electives, classes are not guaranteed and depend on enrollment and space availability. Elective courses are reserved primarily for students who meet the following criteria:

- Returning students.
- Students who have exited the core classes.
- Students who will be in levels 50 or 60 in this semester.
- Students who earned a B- or higher in the previous semester.

Please note: Students who are conditionally accepted to the University of Florida are not allowed to register for elective courses.

Reading/Writing (any level)

Advanced Informal English (Advanced reading/writing levels)

Grammar (any level)

Business English (Advanced grammar levels)

Listening/Speaking (any level)

Grammar and Writing (Advanced listening/speaking levels)

Extra Courses (the following courses are in addition to your regular courses)

I would also like to take

TOEFL iBT prep (high-intermediate or higher in reading/writing)

IELTS prep (high-intermediate or higher in reading/writing)

I certify that all the information provided above is correct to his/her knowledge and I have read and understood the Attendance Policy Contract and the Waiver of Liability forms.

Check in

My Courses—Semester Registration

Courses

Semester Registration **Attendance** My Grades/Scores Schedule My Progress Report

My Attendance Records

Semester: Summer C 2018 Hours missed this semester: 6.3 of 235

Class: LS Listening/Speaking Sec: 61

Date	Present/Absent
Summer C 2018 Listening/Speaking Sec: 61	Hours Missed : 3.7 of 19 allowable absence hours
June 14, 2018	Present
June 14, 2018	Present
June 13, 2018	Present
June 13, 2018	Present
June 12, 2018	Present
June 12, 2018	Present
June 11, 2018	Present
June 11, 2018	Present
June 7, 2018	Present

Callout boxes:

- Click here to check attendance for past semesters. (points to Semester dropdown)
- Click here to check attendance for your different classes. (points to Class dropdown)
- See your attendance for each hour of class. Remember! Listening /Speaking and Reading / Writing are two hours per day. (points to table)
- See your total number of absences for all of your classes together. (points to Hours missed this semester)
- 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. (points to Hours Missed summary)

My Courses—Attendance

Courses

Semester Registration Attendance **My Grades/Scores** Schedule My Progress Report

My Grades

Semester: Summer C 2018

Show 10 entries Search:

Class	Student report link	Mid-term Grade	Course Grade	Final exam grade	Class specific questions	Recommended for next level?	Recommended level for next term
Listening/Speaking 61							
Reading/Writing 30							

Callout boxes:

- Choose the semester here. You can see your grades from past semesters. (points to Semester dropdown)
- Click here to download a .pdf of your grade report (points to Student report link)
- See your grade at mid-terms. Your teacher will let you know when these grades are available. (points to Mid-term Grade)
- See your final grades for your classes. (points to Course Grade)
- See your grades for your final exams. For Reading and Writing, you will see you reading exam score. For Listening and Speaking, you will see your listening exam score. (points to Final exam grade)
- 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. (points to Class specific questions)
- 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. (points to Recommended for next level? and Recommended level for next term)

My Courses—My Grades/Scores

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

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

Semester Registration Attendance My Grades/Scores **Schedule** My Progress Report

My Schedule

Semester: Summer C 2018

View Schedule (PDF)

Scheduled classes

Show 10 entries

Course & Level	Section	Meeting Times	Instructor	Building/Room	Requests
Listening/Speaking 60	61	1:00PM - 1:50PM & 2:00PM - 2:50PM	Dolce, Thomas	M,T,W,R: LA Location (LA) 1:00-1:50 & M,T,W,R: Matherly Hall (MAT) 2	Drop request
Reading/Writing 30	30	3:00PM - 3:50PM & 4:00PM - 4:50PM	Dolce, Thomas	M,T,W,R,F: Matherly Hall (MAT) 4	Drop request

Showing 1 to 2 of 2 entries

Change requests

My Courses—Schedule

Click here to request a change to your schedule.

Semester Registration Attendance My Grades/Scores **Schedule** My Progress Report

My Schedule

Semester: Summer C 2018

View Schedule (PDF)

Scheduled classes

Show 10 entries

Course & Level	Section	Meeting Times	Instructor	Building/Room	Requests
Listening/Speaking 60	61	1:00PM - 1:50PM & 2:00PM - 2:50PM	Dolce, Thomas	M,T,W,R: LA Location (LA) 1:00-1:50 & M,T,W,R: Matherly Hall (MAT) 2	Drop request
Reading/Writing 30	30	3:00PM - 3:50PM & 4:00PM - 4:50PM	Dolce, Thomas	M,T,W,R,F: Matherly Hall (MAT) 4	Drop request

Showing 1 to 2 of 2 entries

Change requests

Request to drop course: Reading/Writing 30

Note: Courses can be dropped during the drop/add period without penalty. The drop/add deadline for this session is May 29, 2018. Students can withdraw from a course after the drop/add period; however, the student will be held liable for any course fees, and will not receive any refunds or credits.

*If you are an F1 student, you may not drop a core course which places you under the minimum of 23 class hours per week. Doing so will render you out-of-status in accordance with your visa requirements. Elective classes, such as TOEFL and IELTS, cannot be substituted for reading/writing, listening/speaking, and grammar. Check your junk mail for the response.

Reason:

I have read the instructions carefully and I want to drop course Reading/Writing 30

Submit request Cancel

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