

GI-BMP Instructor Update – October 25, 2013

Subject: GI-BMP Instructor Log-In Change – Effective Immediately

Dear GI-BMP Instructor,

The old “Instructor Log In” page will be shut down soon. At this time, **please discontinue use of the old site and begin using the new resources described below.**

- ❖ **If you set up GI-BMP classes**, a Training Provider Account is **required**. This allows you to add and manage classes on the GI-BMP Training website – <https://gibmp.ifas.ufl.edu> and to access the Instructor Resources information and downloads. **If you have not yet obtained a Training Provider account for this website, please see below** and take steps immediately to have your account set up.
- ❖ **If you do not set up or lead GI-BMP classes** (i.e., if you only participate in classes arranged by another instructor) then the Training Provider Account is **optional** for you. Instead, you may access the download files and other information using the direct link below. You will not be able to add classes or manage registration online.

Instructor Resources direct link: http://ffl.ifas.ufl.edu/gibmp_instructor.html

How to Get a Training Provider Account (*required to set up GI-BMP classes*)

If you are an Industry or other Non-IFAS Instructor:

- Obtaining a Training Provider Account is a 3-step process:
 1. Request a UF ID number by completing this online form: <http://fyn.ifas.ufl.edu/instructor-gl.htm> (Note: it may take several days to get your ID)
 2. You will receive an email with your ID number and instructions for creating a UF log-in account, called a “GatorLink”. **You must create your GatorLink and notify the State Office of your chosen username – gi.bmp@ifas.ufl.edu.**
 3. The State Office will set up a Training Provider account that uses your GatorLink log-in. **You will be notified when your account is ready to use on the GI-BMP site.**
- If class administration tasks are done by someone other than you (e.g., administrative support), that person should also follow the steps above to obtain their own login.

If you are an IFAS/Extension Instructor:

- Training Provider accounts **have already been created for all active IFAS/Extension Instructors with a current UF login (GatorLink).**
- If you have not participated in a class for over a year, you can request a Training Provider account (see below).
- If class administration tasks are done by someone other than you (e.g., administrative support), that person should have their own log in.
- To request a Training Provider account:
 - **If you already have an active GatorLink log-in:** email your request to gi.bmp@ifas.ufl.edu
 - **If you do not have a GatorLink,** follow the instructions for non-IFAS instructors, above.

How to Access your Training Provider Account

- After you have been notified that your Training Provider account is ready:
 1. Use your GatorLink to log in at <https://gibmp.ifas.ufl.edu>:



2. After logging in, you will see the TRAINING PROVIDERS section on the left sidebar. If you do not, please contact the State Office for assistance – gi.bmp@ifas.ufl.edu.



How to Use the Training Provider Tools

- There are short video tutorials on the Instructor Resources site that demonstrate how to use the new online tools: <http://ffl.ifas.ufl.edu/gibmp-resources/tutorials.htm>
- If you want to use the built-in online registration or upload your registration data, please watch the registration tutorial and then contact the State Office so we can adjust your account permissions.

If you have any problems or questions about the new procedures, email gi.bmp@ifas.ufl.edu or call me at 352-273-4507.

Best,
--cj

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