ONCORE LOGIN – BROWSER TIPS & URL

Description: When your OnCore user account is first created, you will receive an activation link from the OnCore system for your first OnCore login. After that, you will need to navigate to the OnCore URL. This tip sheet provides URL information and several browser tips that will help you use OnCore successfully.

USE ONLY ONE INSTANCE OF ONCORE AT A TIME

Only one session (browser window or browser tab) of OnCore should be open at a time on a single system. Multiple sessions of OnCore could result in duplicate data and strange behavior in the application.

USE A SUPPORTED BROWSER

- Chrome
- Firefox
- Internet Explorer 11
- Safari

USE A COMPUTER WITH A KEYBOARD AND MOUSE

OnCore stores large volumes of complex information about the protocols, subjects, calendars, and budgets in your research portfolio. When using the application, use a keyboard and a mouse for efficient data entry. Using a tablet or touchscreen can make data entry feel cumbersome or time-consuming, while using a keyboard and mouse can speed up your workflows significantly.

DISABLE POP-UP BLOCKERS

OnCore uses many pop-up (browser) windows that allow you to make selections and enter data. If your browser is set to prevent pop-up windows from opening, it will also prevent OnCore's browser windows from opening.

You must **allow (unblock)** pop-up windows to open in each browser that you are using with OnCore. For more details, see the Disable Pop-Up Blockers user guide.

AVOID USING THE BROWSER'S BACK BUTTON

Use OnCore's buttons, tabs, and menus to navigate within the program; do not use the browser's navigation buttons. Using the browser toolbar to navigate might lead to unexpected results, such as unsaved data or webpage errors.

SINGLE-CLICK BUTTONS AND LINKS

Especially when clicking **[Save]** or **[Submit]** to create a new record, click <u>once</u> so that only one record is created and duplicate data is not saved in the database. Avoid double-clicking with the mouse when working in OnCore.

ONCORE LOGIN – BROWSER TIPS & URL

ACTIVATE YOUR ONCORE ACCOUNT

When your initial account has been processed, you will receive a set-up email from the OnCore system that contains an activation link.

- Click the activation link in the email, and then enter your GatorLink password.

- We use UF's 2-Factor Authentication process and Duo to login to OnCore. For more information on Duo, please see https://it.ufl.edu/media/itufledu/2fa/2020_mfa_flyer.pdf.

- The activation link has a 24-hour lifespan.

- If the account was not activated within that time period, you will need a new activation link - email OnCore-Support@ahc.ufl.edu.

- The activation link can only be used once.

- Once your account is activated, you will then use the https://ufl-oncore-prod.advarra.app/ URL and your GatorLink credentials to login going forward (see the **OnCore Login Screen** section below).

THE ONCORE LOGIN SCREEN

> ⚠️ ***NOTE:*** *If this is your __first time__ logging in to OnCore, you must login using the **activation hyperlink** provided by the OnCore system in your account set-up email. See the previous section.*

1. Navigate to https://ufl-oncore-prod.advarra.app/.

2. Enter your GatorLink Username, click **[Next]**.

3. You will be prompted to use Duo to authenticate your GatorLink account.

4. If you have not already done so, **add the OnCore URL** to your bookmarks, favorites, and/or desktop as a shortcut.

5. If you have not already done so, **disable your pop-up blocker**. For more details, see the Disable Pop-Up Blockers user guide.