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## Add an Individual to the UF Directory

This instruction Guide is for IdM Coordinators and explains the steps involved in adding an individual to the UF Directory.

- Faculty, staff and students may use myUFL self-service functions to keep their information current.
  - To update information, go to: My Account > Update My Directory Profile
  - To update emergency contact information go to: My Account > Update Emergency Contact

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## Navigation

1. Login to **myUFL**
  - Open an internet browser
  - Navigate to my.ufl.edu
  - Click the Access myUFL button
  - Enter your GatorLink username and password
  - Click the Login button
2. Click the Nav Bar > Main Menu > Identity Access Management > Identity Management > Manage Identity Information.

## Manage Identity Information

Search for a Person page is a powerful tool. Use it to Search for an existing entry. If the identity does not exist, you will be given the opportunity to add it.

3. Searching for an individual using all information possible will help mitigate the risks of duplicate entries in the UF Directory. There are 3 search sections. Each has different requirements...
  - A. Enter UFID and/or GatorLink Username if you know them.  
If the individual has a UFID or GatorLink username, he or she **will** be in the Directory. A new record should NOT be added.
  - B. Enter all the information you know in this section. If the individual exists in the Directory, the best match will be found if you can enter all of the information.  
Note: While not published, the SSN is used for financial transactions and other State and Federal business. Because it is unique, it can be used to find a very strong match.
  - C. If you are interested in getting a list of everyone in a department with a specific affiliation in that department, section 3 will provide that opportunity. Simply drop down the menu to select the affiliation and enter or search for the Department ID.
4. Click the **Search** button when you have entered the information.  
If the individual exists in the UF Directory, the search results will include a link to the individual's record.

- To view the record, click the **UFID** link.

## Add an Individual

After having exhausted the search, to prove the individual does not already exist in the UF Directory, you will have the opportunity to add him or her. By adding the individual, you will also be assigning the UFID.

- To add an individual to the UF Directory, begin at the Search for a Person page.

In this example, the **SSN**, **First Name** and **Last Name** have been entered.


1) Enter UFID and/or GatorLink Username if you know them.

UFID  GatorLink Username

2) Enter SSN, First Name, Last Name, and/or Date of Birth if you know them.

SSN

First Name  Last Name

Date of Birth  

- If the individual does not exist in the UF Directory, you must answer two questions as part of the confirmation process.

Was this person ever a student at UF? Yes  No

Was this person ever a Faculty, Staff, or OPS employee? Yes  No

If you answer either question "Yes," you will return to the **Search for a Person** page to add additional information.

If you answer "No," you will move forward to include more information to the record before adding the individual to the Directory.

Complete each additional field with the known information.

- The information entered on the previous page will populate on the **Add Person** page for you.

9. The **UF Business Name** should be the individual's legal name.

10. Select the **Department Affiliation**.

Click the magnifying glass to view an example of the affiliation available.

11. Enter or search for the **Department ID**.

If the person is going to be temporarily assigned add an end date. Once that date is reached the affiliation will be removed. There is a two year limit.

12. Click the **Review** button to continue. Review the page carefully.

13. Click the **Return** button if changes are needed.

14. Click the **Add** button if the information is correct and you want to continue.

15. When the entry is added, the individual's UFID will be presented with a confirmation of the successful addition to the Directory.

16. Click the [Enter Demographic Information for this person](#) link to complete the Directory entry.