
De-provisioning a Silver Profile

This guide is designed for Registration Authorities (RAs). To complete the process described below, you must have the following security roles:

- UF_PA_IDM_PRIMARY or UF_PA_IDM_COORDINATOR
- UF_IDM_PROOFING_RA

For a complete coverage of RA-related content and skills, see the following online course: BRG600: Identity Proofing.

As a Registration Authority, it is your responsibility to monitor the status of Silver profile holders within your scope of authority and respond to any material change in qualifying criteria or affiliations by re-assessing that person's Silver credential criteria. Whenever necessary, you will be required to de-provision an individual's Silver profile and replace it using whatever profile has become appropriate in response to observed changes.

It is important to note that in some cases the Identity Access Management application will detect changes and automatically revoke Silver access. These include changes that eliminate required data or affiliations in the IdM Directory or Gatorlink account changes that imply a potential compromise to the person's account.

In this activity, you will practice the steps for manually de-provisioning an employee's Silver profile.

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

Navigate to the following area in myUFL: **Nav Bar > Main Menu > Identity Access Management > Identity Management > Manage Identity Information**

1. Enter the desired information into the **UFID** field.
2. Click the **Search** button.
3. On this screen, you can review the data available for this employee. Here you can see that the individual currently has a Silver profile.

Smith, John SSN ***-**-8256 Date of Birth 10/11/1958
Passport *****67890ABC-US

John Primary Affiliation: Staff
Level of Assurance: Silver

The following steps will demonstrate how to de-provision this profile.

4. Scroll down the page.
5. Click the **Fail** button.
6. For auditing purposes, the system will not allow you to proceed without documenting the rationale for your decision. Click the **OK** button.
7. Click in the **Proofing Notes** field.
8. In the **Proofing Notes** field, enter an explanation for your decision. In this example, enter "**Change in duties. Silver no longer necessary.**"
9. Click the **Fail** button.
10. Click the **Return to Search** button.
11. Now let's use the LoA Log to verify that the system recorded this profile change. Click the **Identity Management** button.
12. Click the **LoA Log** menu.
13. Enter the employee's **UF ID** again.
14. Click the **Search** button.
15. You should now see that this employee's Level of Assurance is no longer Silver; it is now Bronze.

In this simulation, you practiced the steps for de-provisioning an employee's Silver profile. If you need help with technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.

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