
Failing 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.

In this activity, you will practice the steps to follow when an individual does NOT have the credentials to receive a 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

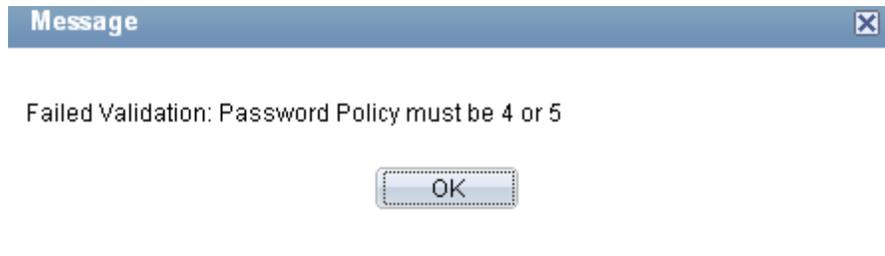
Navigate to the following area in myUFL: **Nav Bar > Main Menu > Identity Access Management > Identity Management > Manage Identity Information**

1. Click in the **UFID** field.
2. Enter the desired information into the **UFID** field.
3. Click the **Search** button.
4. Review all data on the screen to check for accuracy. Key question: Does this individual have the required data attributes to obtain a Silver Profile? Check out the Identity Assurance Profiles instruction guide for assistance:
http://www.hr.ufl.edu/training/myUFL/instructionguides/data_attributes_and_affiliations_IAPs.pdf.
5. Notice in this example that the employee does NOT have a Password Policy 4 or 5. Therefore, this individual cannot receive a Silver Profile.

Password Level: Password Policy 3
GatorLink Account Status: Active

6. Scroll down the page.
7. Click the **Proof** button.

8. Since the employee does not have the appropriate Password Policy, the system will not allow you to grant a Silver Profile.



9. As a best practice, copy the message the system provides for you. You will want to use this verbiage in the Proofing Notes section to justify why you will need to fail this individual. Triple click the text to highlight it.
10. Now right-click the text.
11. Click the **Copy** menu.
12. Now click the **OK** button.
13. Click in the **Proofing Notes** field.
14. Type "**Ctrl+V**" on your keyboard to paste in the text. **NOTE:** You can also right click in the text box and select **Paste** from the menu that appears.
15. Click the **Fail** button.
16. Click the **Return to Search** button.

In this simulation, you practiced the steps to follow when an individual does NOT have the credentials to receive a 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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