MANAGING A PERSON IN THE UF PERSON HUB

The following instructions will walk you through how to manage a person to the UF PERSON Hub.

NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > Identity Access Management > Identity Management > Person Hub MII

1. After navigating to a person’s page in the UF PERSON Hub, you can add or modify information in a number of different categories. This simulation will walk you through some of the elements that you can modify and where to find them. Click the Person Info menu item.

2. Person Info features a number of different demographic and personal information text fields including things like Gender, Marital Status, and Country of Citizenship. For this guide, example information about Joshua Tree will be entered.
3. Click the **Update** button.

4. Click the **Names** menu item.
5. Within the **Names** page you can modify elements of the Person’s Legal name and Display name. To switch from Display Name to Legal Name, click the **Legal** box.

6. Click the **Affiliations** menu item.
7. Currently Joshua Tree only has one Affiliation, that he is a TEAMS Employee. To add another Affiliation, click the **Plus** button.

![Image of the Plus button](image1.png)

8. Click the **Affiliation Type** dropdown.

![Image of the Affiliation Type dropdown](image2.png)

9. In addition to being a TEAMS Employee, Joshua Tree is also an alumni of UF. Click the **Alumni** list item.
   Please note: You can start typing the Affiliation name and suggestions will pop up that start with what you have entered. This makes searching for your desired Affiliation faster and easier.

![Image of the Alumni list item](image3.png)
10. Click the **Department** text entry field and REGISTRAR STUDENTS will be entered.

11. Click the **Add** button.

12. Note the new card that has been added with the Affiliation information you entered. You can add as many Affiliations as the person has.
13. Click the **Show History** button.

![Show History button](image)

14. You will see all current and historical affiliations for this person.

![Affiliations](image)

15. Click the **Addresses** menu item.

![Addresses menu](image)
16. Here you can add a variety of addresses for the Person. Note the Address Type dropdown. Here you can select a number of options, including but not limited to:

- Street Address
- Mailing Address
- Legal Address
- Business Address

For this example, we will enter Joshua Tree’s Street Address, which is the default option if one has not been added.

17. Click the **Add** button.
18. Click the **Identifiers** menu item.

19. This is where elements like the Person’s UFID and Social Security Number are kept. You can add more identifiers by clicking the **Plus** button.

20. Click the **Identifier Type** dropdown to see what Identifier options you can add.
21. Click the Email Addresses menu item

22. Joshua Tree currently only has a Personal Email address listed. You can add more Email addresses by clicking the Plus button.

23. Click the Email Address Usage Type dropdown to see what Email options you can add.
24. Click the **Phone Numbers** menu item.

25. Joshua Tree currently only has a Personal Phone number listed. You can add more Phone numbers by clicking the **Plus** button.

26. Click the **Phone Number Usage Type** dropdown to see what Phone Number options you can add.
27. Click the Flags menu item.

28. Here you can modify whether the Person’s information is Protected, Secured, or Published. In addition, this is where you can modify whether the Person is deceased. Click the Relationships menu item.

29. In the Relationship menu, you can mark whether the Person has any relatives in the UF system. Click the Relationship Type dropdown to see what Relationship options you can add. Please note that if you are adding a Relationship, you must have the relative’s UFID Number.
30. Click the **History** menu item.

31. The History page allows you to review every change made to a Person’s record. Click the **Filter By** dropdown.

32. For this example, click the **Person** list item.

33. Click the **Date Range** box.
34. You can select any Date Range that you would like to review. Click the All Dates list item.

35. Click the Go button.

36. The results that appear show all of the changes that were made in the Person Info menu. It lists who made changes and when they made them.