
Passing 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 grant a Silver profile to an individual.

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. Enter a valid UFID.
2. Click the **Search** button.
3. 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.

In this example, the employee does have the required data attributes.

UFID 89858900 Black,Rick · SSN ***-**-8256 Date of Birth 10/11/1958 Gatorlink ID rblack ·
Passport *****67890ABC-US

Name:	Black,Rick	Primary Affiliation:	Staff	Password Level:	Password Policy 5
Address:	Level of Assurance:		GatorLink Account Status: Active		
Enterprise Systems					
PO BOX 113359					
GAINESVILLE FL 32611 - 3359 US UNITED STATES					
Work Phone 1 352 273-1388					
Email Address rblack@ufl.edu					

- Review the **Current Relationships** section of the screen. Key question: Does this individual have an appropriate UF Directory Affiliation to achieve a Silver profile? In this case, the employee does.

Current Relationships

Affiliation Type	Related to Department ID(UFID)	Related To Name	End Date
Former Student	ST010000 (8S46Z042)	REGISTRAR STUDENTS	
TEAMS Employee	14800000 (4NETDGGF)	IT - ENTERPRISE SYSTEMS	

- Next complete the **Identity Proofing** section of the screen. For this activity, let's assume the individual has brought a valid Florida driver's license and a Shands ID.
- Click the **Identification Type 1** list.
- Click the **Driver License** list item.
- Click in the **Country** field.
- In this example, enter "**US**".
- Click the **State/Province** list.
- Click the **Florida** list item.
- Click the **Identification Type 2** list.
- Click the **Shands ID** list item.
- Scroll down the page.
- Enter a comment in the Proofing Notes section. In this example, the individual has met all requirements to achieve a Silver Profile. Enter the following: "**Proofed via face-to-face meeting.**"
- Click the **Proof** button.
- Click the **Return to Search** button.

In this activity, you practiced the steps to grant a Silver profile to an individual. If you need help with technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.

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