
Using the Identity Credential Proof Log

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 for accessing the Identity Credential Proof Log for an employee.

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 the screen that appears, you can review the information available for this employee. In this example, notice that this employee's **Level of Assurance (LOA)** is listed as "Bronze" while the **Proofing Result** is listed as "Passed Silver." The Level of Assurance (LOA) field indicates the employee's profile prior to proofing. The Proofing Result field shows the result of this employee's most recent proofing and thus the employee's current profile.



4. Scroll down the page.
5. Click the **Return to Search** button.

In this activity, you practiced the steps for accessing the Identity Credential Proof Log for an employee. If you need help with technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.