Handling Conflicting Roles

This guide is designed for Departmental Security Administrators (DSAs). To complete the process described below you must have the UF_SEC_REQUESTOR security role in myUFL. For a complete coverage of DSA-related content and skills, see the following online course: BRG900: Understanding Your DSA Role.

In this activity, you will practice the steps for submitting a role request that includes conflicting roles.

1. 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

2. Click the Main Menu button.

3. Click the Access Request System folder icon.

4. Click the Manage Requests link.

5. Enter a valid UF ID number and Oprid.

6. Click the Add button.

7. Scroll to the bottom of the page.

8. Click the Plus sign button to add a new row.

9. Click the Look up button.

10. Enter a valid value into the Role Name field (e.g. "UF_AP").

11. Click the Look Up button.

12. Click the UF_AP_VOUCHER_PROCESSOR link.
13. Click the **Plus sign** button to add a new row.

14. Click the **Look up** button.

15. Enter a valid value into the **Role Name** field (e.g. "UF_AP").

16. Click the **Look Up** button.

17. Click the **UF_AP_APPROVER** link.

18. Click the **Submit for Approval** button. The Request Role Authorization Conflicts screen will appear. This indicates that the two roles conflict with one another.

19. If it is possible to segregate these duties, click the **Change Request** button, remove one of the conflicting roles, and then submit the request. If submitting conflicting roles is necessary, you must enter a **Requester Conflict Comment**. **This is required.**

20. For this example, type the following into the **Requester Conflict Comment** field: "**Only one office clerk available.**"

21. Click the **Confirm Request Conflicts** button.

22. Scroll to the bottom on the screen.

23. Click the **Submit for Approval** button.

You have now completed the steps for submitting a role request that includes conflicting roles.

If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
- Security related issues, contact the Enterprise Systems Security Team at bridges-security@bridges.ufl.edu.