Handling Pre-existing Role Conflicts

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.

If you request new roles for a user, who already has a pre-existing role conflict, the ARS will notify you of this. Essentially, the ARS is requiring you to revisit (and reconsider) this pre-existing conflict each time you request new roles for the user. This handout provides an example of submitting a request that includes conflicting roles that have already been approved. For the purposes of this example, we will observe the steps of a Jessica, a DSA requesting the UF_FI_UNIVERSAL_INQUIRY role for a user who has a pre-existing conflict.

Jessica logs in to myUFL. She does the following:

- Open an internet browser
- Navigate to my.ufl.edu
- Click the Access myUFL button
- Enter her GatorLink username and password
- Click the Login button

Jessica then completes the following steps:

1. Click the Main Menu button.

2. Click the Access Request System folder icon.

3. Click the Manage Requests link.

4. Enter a valid UF ID number and Oprid.

5. Click the Add button.

6. Scroll to the bottom of the page.

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

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

At this point, Jessica notices that a pre-existing conflict appears for this user. This conflict has nothing to do with the UF_FI_UNIVERSAL_INQUIRY role that she is currently requesting.

Jessica decides to certify the pre-existing role conflict and then submit the new role request. She completes these steps to do so:

1. Enter an explanation of the pre-existing conflict into the **Requester Conflict Comment** field. (Example: “Pre-existing conflict. Only one office clerk to perform duties.”) Entering a comment is required in this case.

2. Click the **Confirm Request Conflicts** button. (In this way, Jessica acknowledges that she has reviewed the pre-existing role conflict and that this arrangement is still necessary for this user.)

3. Scroll to the bottom of the page.

4. Click the **Submit for Approval** button to submit the request for the UF_FI_UNIVERSAL_INQUIRY role.

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.