Requesting Security 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 complete the basic steps for requesting a security role.

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

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 screen.

7. Click the Add button to create a new row. NOTE: You can also add multiple blank rows by clicking the add button repeatedly.

8. Enter a role name into the Role Name field. Click the Lookup icon to locate a role (if needed).

9. Adding in Requester Comments next to each role is an effective way to communicate with approvers. You should include any information that will assist approvers in making a decision regarding your request.
10. You may also enter comments in the Requester Comments field if there is anything you need to communicate to an approver.

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

You have now completed the basic steps for requesting a security 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.