UF | Training & Organizational Development
Human Resources
UNIVERSITY *of* FLORIDA

Requesting Effort Reporting Security

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.

The following roles for FAR Effort Tracking application require department setup:

- UF_ET_EFFORT_INITIATOR
- UF_ET_FAR_INITIATOR
- UF_ET_FAR_APPROVER
- UF_ET_FAR_ADMIN_APPROVER

In this simulation, you will complete the basic steps for requesting Effort Reporting Security.

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. Navigate through **Nav Bar** > **Main Menu** > **Access Request System** > **Requests** > **Security Setups**.

3. Click the **Effort Reporting Security** link.

4. Enter a valid UF ID number into the **User ID** field.

5. Click the **Search** button.

6. Enter all or part of an eight-digit DeptID into the **Department** field.

   Reminder: The Department Code tree will allow you to specify higher level department code values to represent many values within an area. Example: You could enter 69000000 as a single row to represent all accounts within the span such as 69010000, 69020000, 69030000, etc. Using the higher level tree nodes can drastically reduce the number of rows you must add for an individual.

7. Click the **Add a new row** button.

8. To add another department, enter all or part of an eight-digit DeptID into the **Department** field.

9. Click the **Save** button.

In this simulation, you completed the basic steps for requesting Effort Reporting Security.

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- UF_ET_EFFORT_INITIATOR
- UF_ET_FAR_INITIATOR
- UF_ET_FAR_APPROVER
- UF_ET_FAR_ADMIN_APPROVER

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 . IT-ES Security.