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. Click the Main Menu link.

3. Click the Access Request System menu.

4. Click the Requests subfolder icon.

5. Click the Effort Reporting Security link.

6. Enter a valid UF ID number into the User ID field.

7. Click the Search button.

8. 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.

9. Click the Add a new row button.

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

11. Click the Save button.
In this simulation, you completed the basic steps for requesting Effort Reporting Security.

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- UF_ET_FAR_APPROVER
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If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu