Instruction Guide

Working with Non-Peoplesoft 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 guide, you will complete the steps for requesting a Non-Peoplesoft role and updating a Non-Peoplesoft 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 a new row button.
8. Enter a Non-Peoplesoft role into the Role Name field. Example: UF_N_VOUCHER_IMAGING_VIEW.
9. Enter an 8-digit Department ID into the Authority Area field. Example: 62010000;
   NOTE: Be sure to separate DeptIDs by semicolons. This allows the Enterprise Systems Security Team to process the request more efficiently. Notice even in this case when there is only one DeptID, it is still followed by a semicolon.
10. Click the **Submit for Approval** button.

Updating a Non-Peoplesoft Role (Already Approved for a User)

1. Click *Main Menu > Access Request System > Manage Requests*. 

2. Enter a valid **UF ID** number and **Oprid**.

3. Click the **Add** button.

4. Scroll to the bottom of the screen.

5. Click the **Requested Action** list for the role you wish to update.

6. Click the **Update** list item.

7. Delete the DeptIDs currently in the Authority Area.

8. Enter "****;" into the **Authority Area** field. This expands the user's access to include all departments.

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

You have now completed the steps for requesting a Non-Peoplesoft role and updating a Non-Peoplesoft 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.