

Requesting SIS Academic 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.

In this activity, you will complete the basic steps for requesting SIS Academic Security access.

This setup is required for all roles in the myUFL Student Information System (SIS).

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

Navigate through Nav Bar > Main Menu > Access Request System. After accessing the Access Request System folder:

1. Click the **Requests** folder.
2. Click the **Security Setups** folder.
3. Click the **SIS Academic Security** link.
4. Enter or search for the employee's **UFID** in the User ID field.
5. Click the **Search** button.
6. The employee's current access is displayed in the Current SACR Setup section.

NOTE: If the Approval Status is set to "Submitted", then a submitted request is awaiting approval/completion. The Submit for Approval button will also be grayed out.

The Approval Status must be set to "Pending" – i.e. pending submission - in order to perform the following steps to submit a new request.

7. Scroll down to the **Requested Actions** section. This section is automatically loaded with the user's current access.
8. You can choose actions to change current access or click the **Add (+)** button to add new rows. **NOTE:** You can add multiple blank rows by clicking the add button repeatedly.
9. Enter actions and the associated values for:
 - Career - type of degree the student is seeking, for example UGRD or GRAD
 - Program - college employee works in
 - Plan - majors employee works with
 - Orgs (Organization Code) - academic department employee works in

You can click the magnifying glass icons to look up valid values.

10. 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 SIS Academic Security access. The request will be routed to the Division of Enrollment Management for approval.