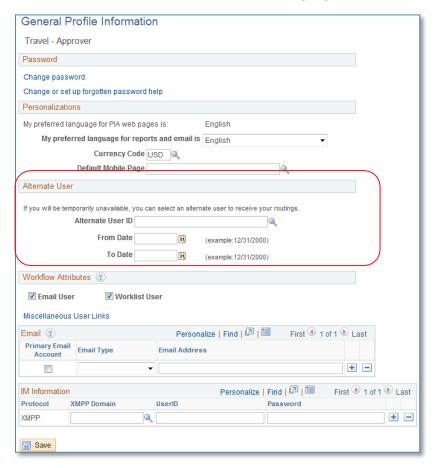## Assigning a Temporary Approver for myUFL Transactions

Follow these steps to select an alternate approver for your myUFL transactions.

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

Navigation: **NavBar** > **Main Menu** > **Financials** > **My System Profile**

Alternate User
- The Alternate User must have the UF_EX_MANAGER security role.
- Search for or select **Alternate User ID**.
- Complete the **From Date** with the date you want the alternate approver to begin.
- Complete the **To Date** with the last day you want authorize the alternate approver.
- Click **Save**.

If you need help with…
• Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
• Policies and Directives, contact the Travel Office at 392-1245