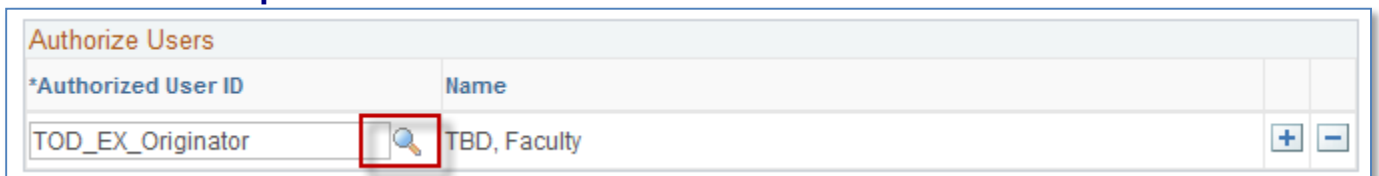UF | Training & Organizational Development
Human Resources
UNIVERSITY of FLORIDA

The employee who wishes to delegate entry authority must navigate to **Delegate Entry Authority** and use the **Authorized Users** screen to designate others to complete travel transactions on his or her behalf.   To complete this task, you must have the UF_EX_EMPLOYEE security role.   To learn more, consider taking PST930 Travel and Expense.

If you do not have the UF_EX_EMPLOYEE security role and would like to Authorize Users to designate others to complete travel transaction on your behalf, please contact the Travel Office at 392-1245.

Follow these steps to use myUFL to designate others as authorized users and delete authorized users.

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 to: **NavBar** > **Main Menu** > **My Self Service** > **Travel & Expense** > **User Preferences**.

3. Click the **Delegate Entry Authority** link.

4. Click the **Look up** button to search for an individual.

Authorize Users				
*Authorized User ID		Name		
TOD_EX_Originator	🔍	TBD, Faculty	+	-

   - When looking up an individual, there are two options for searching:
     o User ID (UFID)
        ▪ Enter the UFID into the **begins with** field.
        ▪ Click the **Look Up** button.
     o Description (name)
        ▪ Enter the last name into the **begins with** field.
        ▪ Click the **Look Up** button.

5. Select the individual to whom you want to delegate the authority.

6. To add additional individuals, click the **Add a new row** button and repeat the search.

7. Click the **Save** and **OK** buttons to confirm and complete the transaction.

To delete an authorized user:
1. Click the **Delete row** button.

2. Click the **OK** button.

3. Click the **Save** and **OK** buttons to confirm and complete the transaction.

If you need assistance with…
• Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
• Policies and Directives, contact the Travel Office at 392-1241