

COMPLETE CERTIFICATION CAMPAIGNS

EFFECTIVE DATE: SEPTEMBER 14, 2024

DESCRIPTION

Audience: Primary Requesters only

UF IAM has designated one Primary Requester per department. The Primary Requester is responsible for all departmental certification campaigns.

Entitlement Approval First

In SailPoint, Entitlements **must be approved** as part of the certification process.

- 1) On the **Entitlements tab**, select all, and then click **Approve** - this will bulk approve all those Entitlements
- 2) On the **Roles tab**, select all, and then click **Acknowledge** - this will acknowledge all the roles that are granted by birthright.
- 3) Now, what's left will be the Requestable Roles - this is where we ask you **spend time scrutinizing the requested access** that may no longer be needed or appropriate. You will decide to approve or revoke these.

Note: If no Requestable Roles remain after completing steps 1 and 2, proceed directly to step 4.

- 4) After submitting decisions on all item, be sure to "sign-off" on the recertification.

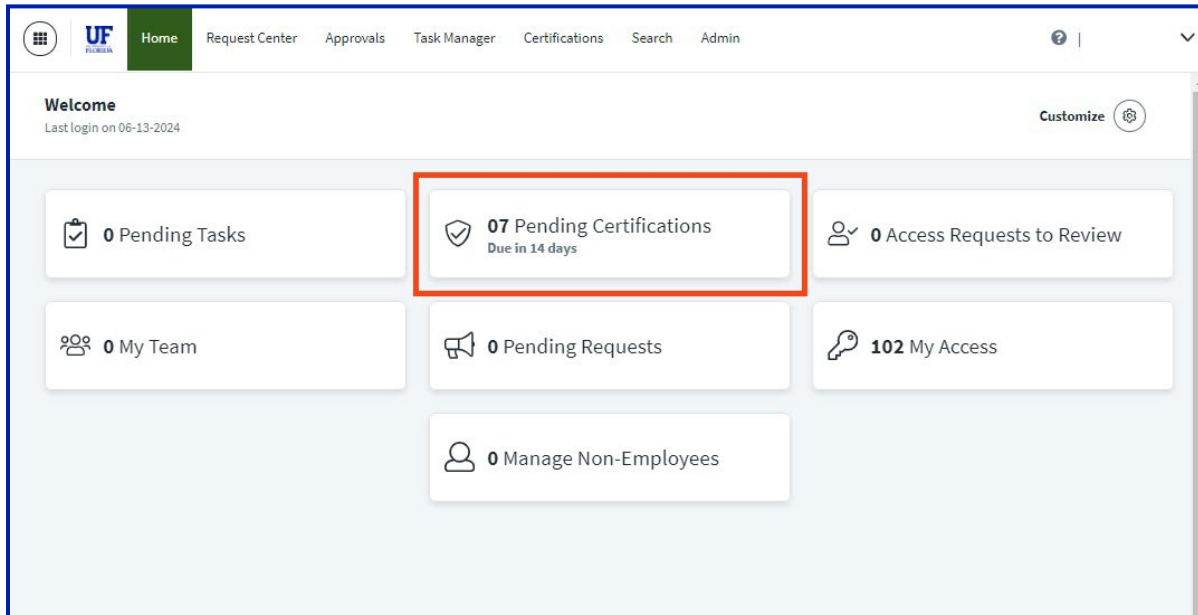
Reassignment of Certifications

Primary requesters may reassign particular certification decisions to the appropriate Requester who better understands the role needs of their assigned personnel or entire certification campaigns to fellow departmental Requesters when out of office for an extended period of time.

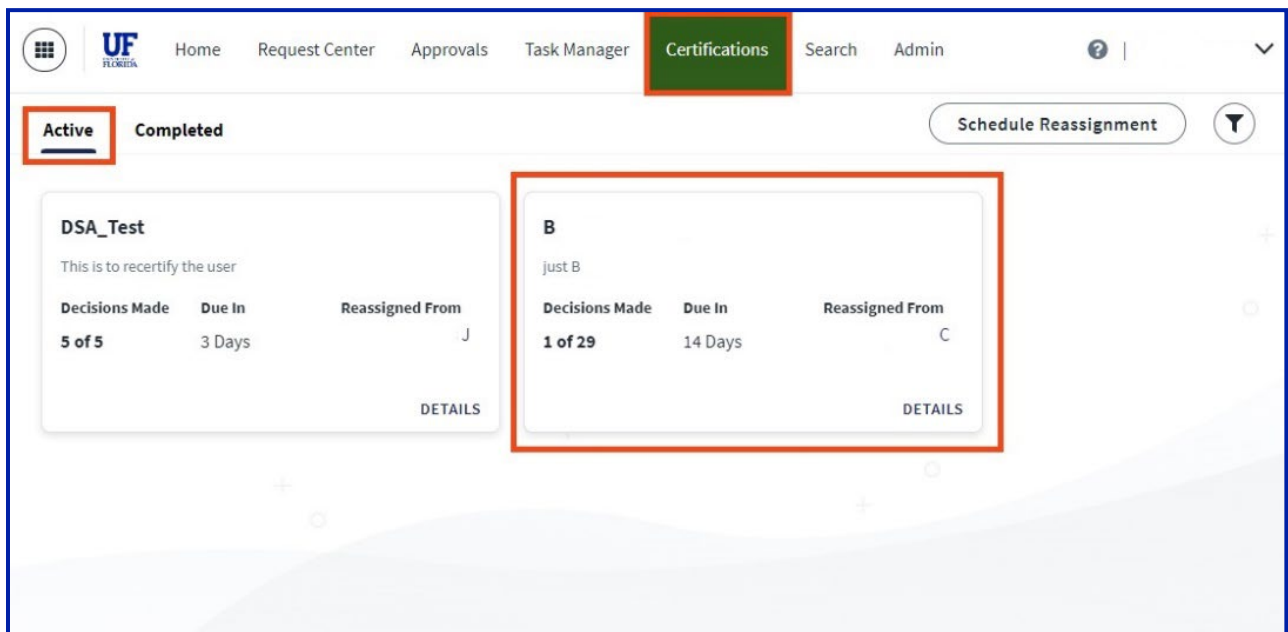
INSTRUCTIONS

1. Go to ufl.identitynow.com
2. Log into SailPoint with the standard UF SSO

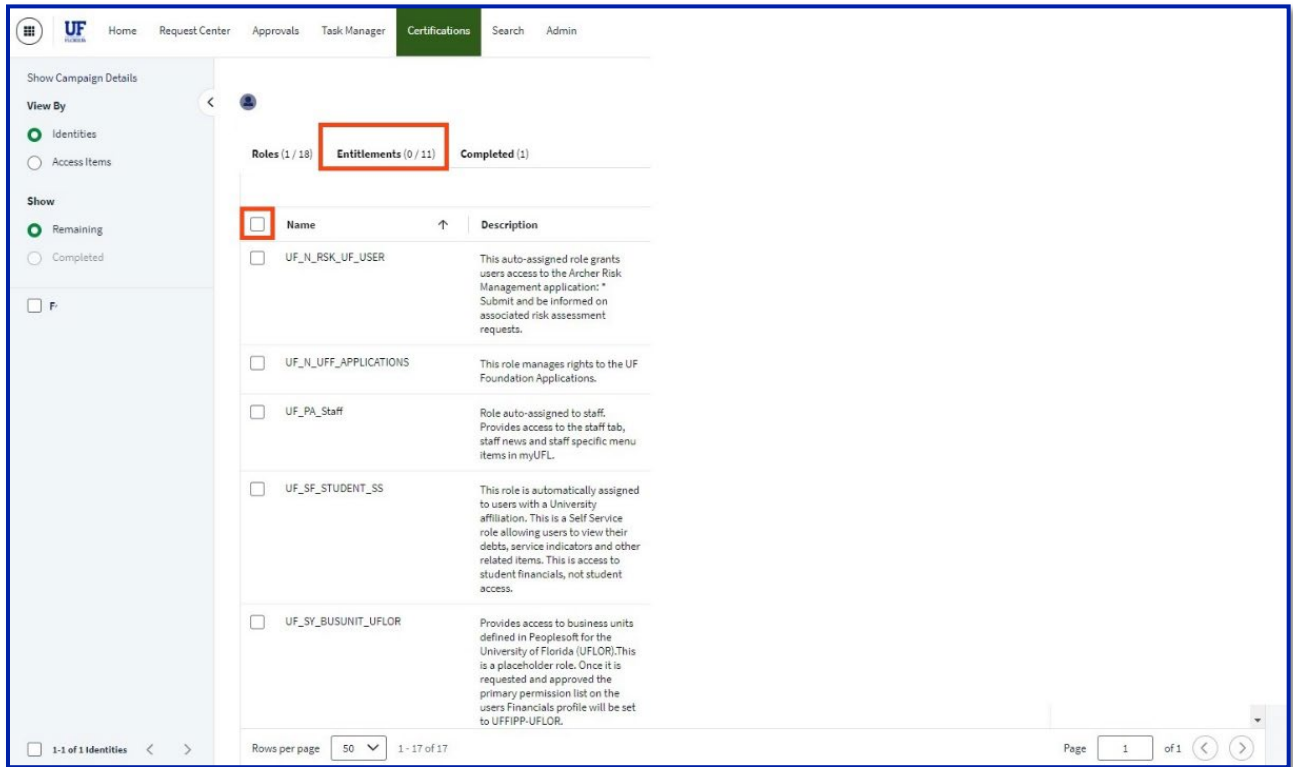
3. On the home dashboard, click on **Pending Certifications**



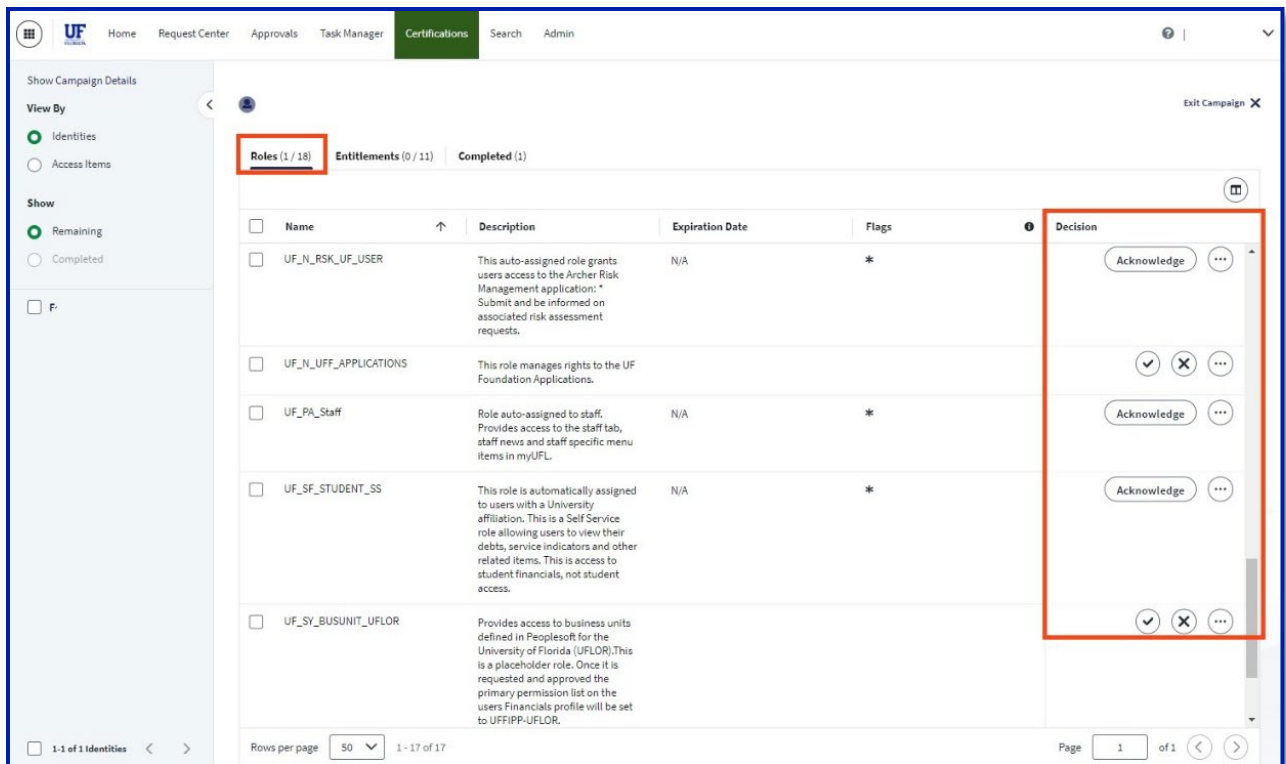
4. Click the task card in the **active** tab



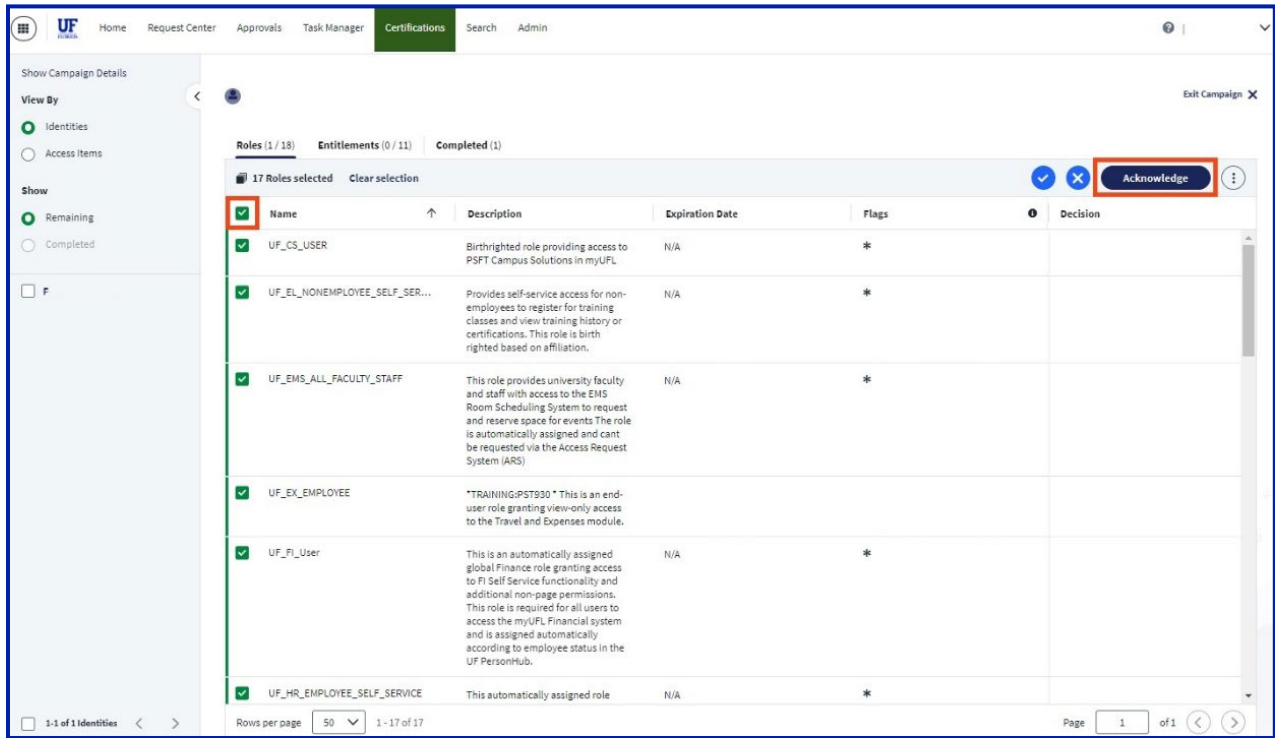
5. Click the **Entitlements** tab. Select all, then **Approve**. This will bulk **Approve** all Entitlements.



6. **Note:** On the **Roles** tab, notice the **Decision** column with **Acknowledge**, ✓ (**Approve**) & ✗ (**Revoke**)

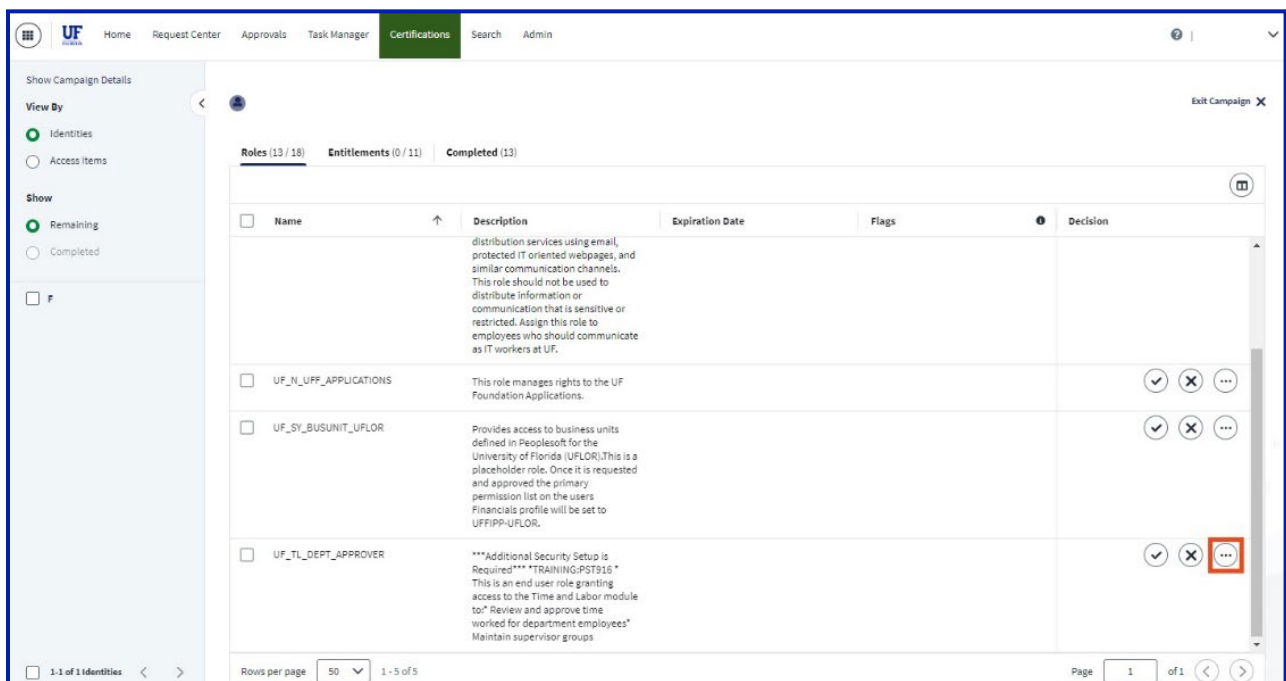


7. Tick the **Select All** box and click **Acknowledge** to recertify all birthright access roles



a. **Note:** After acknowledging all birthright access roles, you will be left with the recertification decisions that you need to make. This is where we ask you **spend time scrutinizing the requested access** that may no longer be needed or appropriate.

8. Click the **...** (**More Options**) icon to reveal the details of each role



a. **Note:** Read through **Details**, **Account Name**, **Account ID**, and **Flags** for accuracy

9. **Add a comment about this decision** and then click **Approve**

Role: UF_TL_DEPT_APPROVER

Description ***Additional Security Setup is Required*** *TRAINING:PST916 * This is an end user role granting access to the Time and Labor module to: "Review and approve time worked for department employees" Maintain supervisor groups

Owner identity-services@it.ufl.edu

Requestable True

Access Profiles (0) **Entitlements (4)**

Name	UF_SEC_PWD_LEVEL3
Description	UF Password Policy 3
View	→
Name	UF_TL_DEPT_APPROVER
Description	[UF] TL Dept Approver
View	→
Name	UF_SEC_PWD_LEVEL3
Description	UF Password Policy 3
View	→
Name	UF_TL_DEPT_APPROVER
Description	[UF] TL Dept Approver
View	→

Select Revocation Date
MM/DD/YYYY

Add a comment about this decision

[↶ Reassign Decision](#) [✓ Approve](#) [✕ Revoke](#)

- a. There are three possible decisions in SailPoint:
 - i. **Reassign Decision:** If you cannot decide, reassign to another DSA
 - ii. **Approve:** Recertify this role for this identity
 - iii. **Revoke:** Do not recertifying role for this identity (comment required*)

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

Identity & Access Management Services
ufit-ars@ad.ufl.edu
identity.it.ufl.edu