

REASSIGN CERTIFICATION CAMPAIGNS TO ANOTHER REQUESTER

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.

Primary Requesters may reassign:

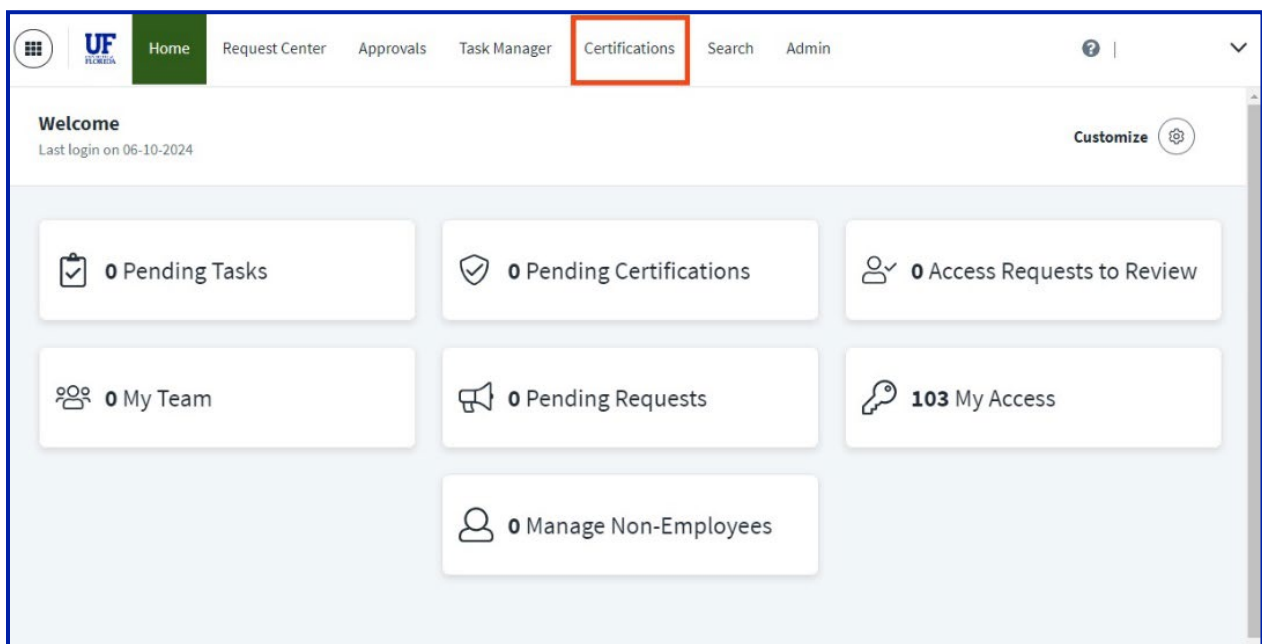
1. Particular certification decisions to the appropriate Requester who better understands the role needs of their assigned personnel.
2. Entire certification campaigns to fellow departmental Requesters when out of office for an extended period.

Notify: Primary Requesters should notify the chosen Requester of these certification reassignments.

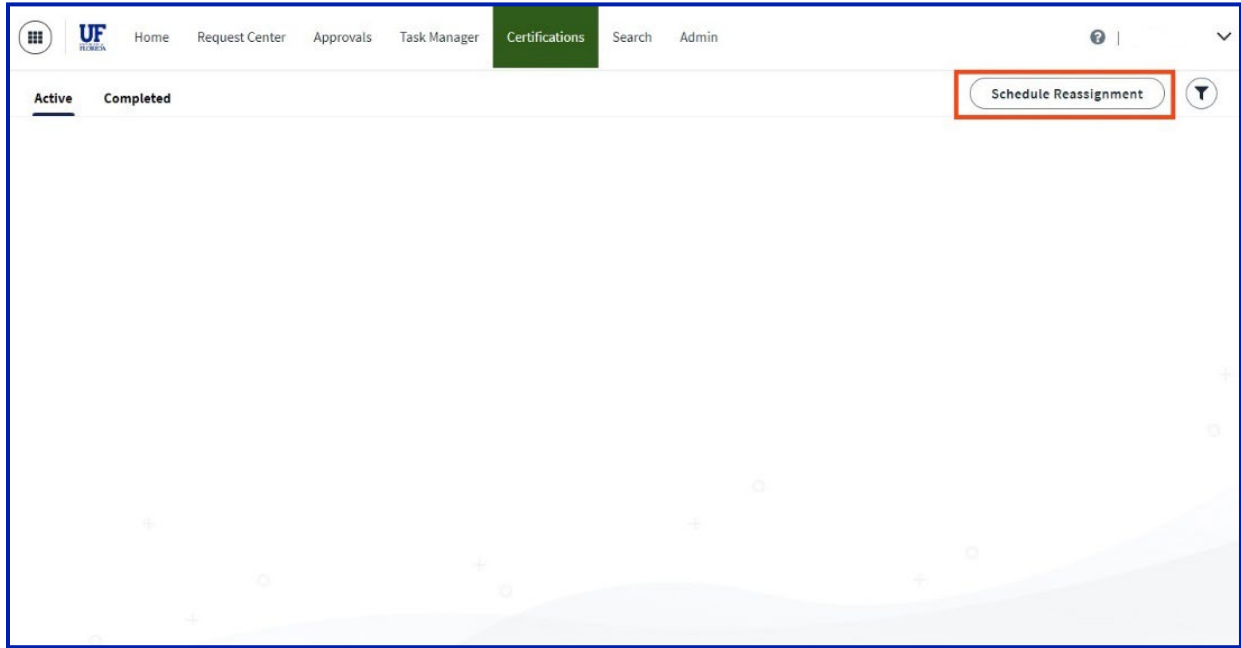
*If you are the only Requester in your department, contact **UF IAM** when you plan to be out of office for more than two weeks.

INSTRUCTIONS

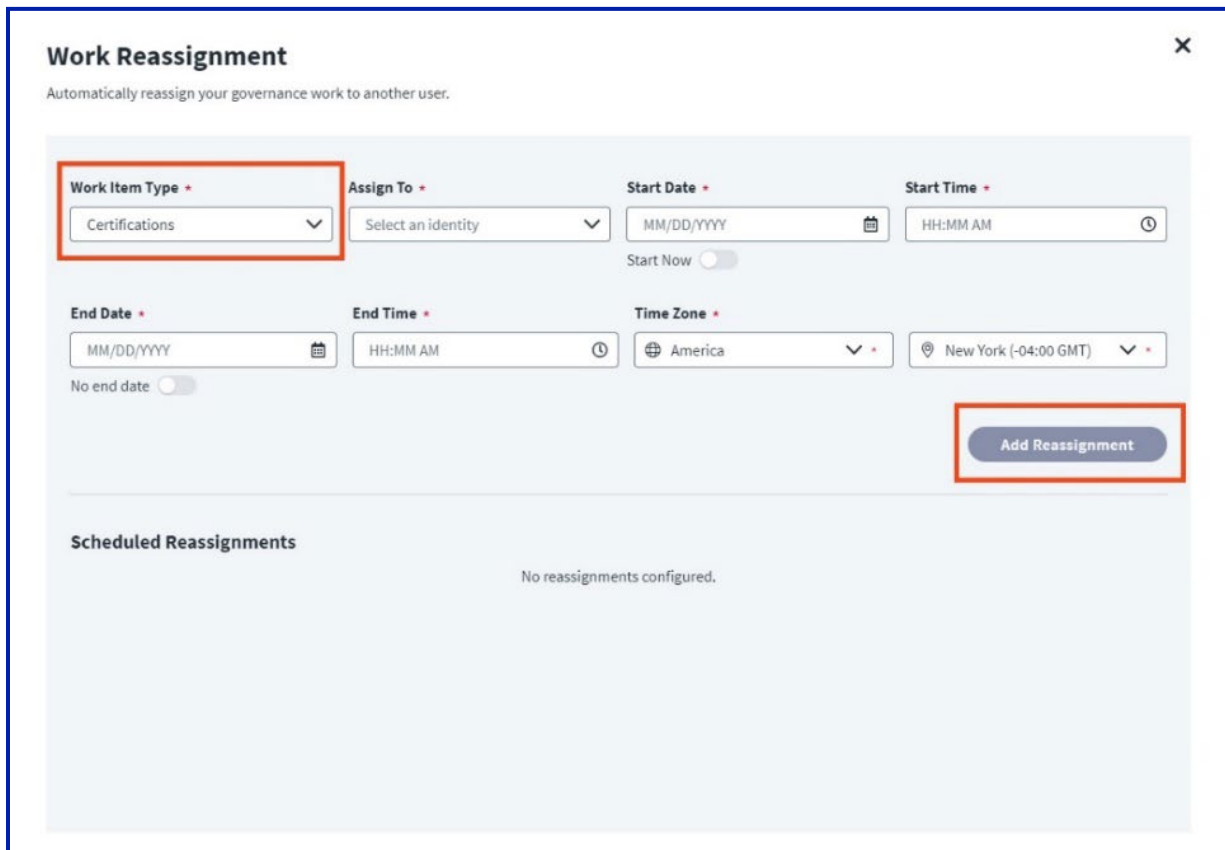
1. Go to ufl.identitynow.com
2. Log into SailPoint with the standard UF SSO
3. Click **Certifications**



4. Click **Schedule Reassignment**



5. Select **Certifications** in the **Work Item Type*** dropdown menu. Enter all the required fields* and then click **Add Reassignment**



6. **Note:** Confirm the information in **Scheduled Reassignments** is correct (click **Delete** if incorrect)

Work Reassignment ✕

Automatically reassign your governance work to another user.

Work Item Type ▾ Certifications **Assign To** ▾ Select an identity **Start Date** ▾ MM/DD/YYYY **Start Time** ▾ HH:MM AM Start Now

End Date ▾ MM/DD/YYYY **End Time** ▾ HH:MM AM **Time Zone** ▾ America ▾ New York (-04:00 GMT) No end date

Add Reassignment

Scheduled Reassignments

Certifications reassigned to C
Starting on Sun Jun 30, 2024 at 05:00 PM and ending on Mon Jul 15, 2024 at 08:00 AM. (New York -04:00 GMT)

Scheduled **Delete**

7. **Notify:** Make sure to communicate this reassignment to the chosen Requester (via email, phone, etc.)

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