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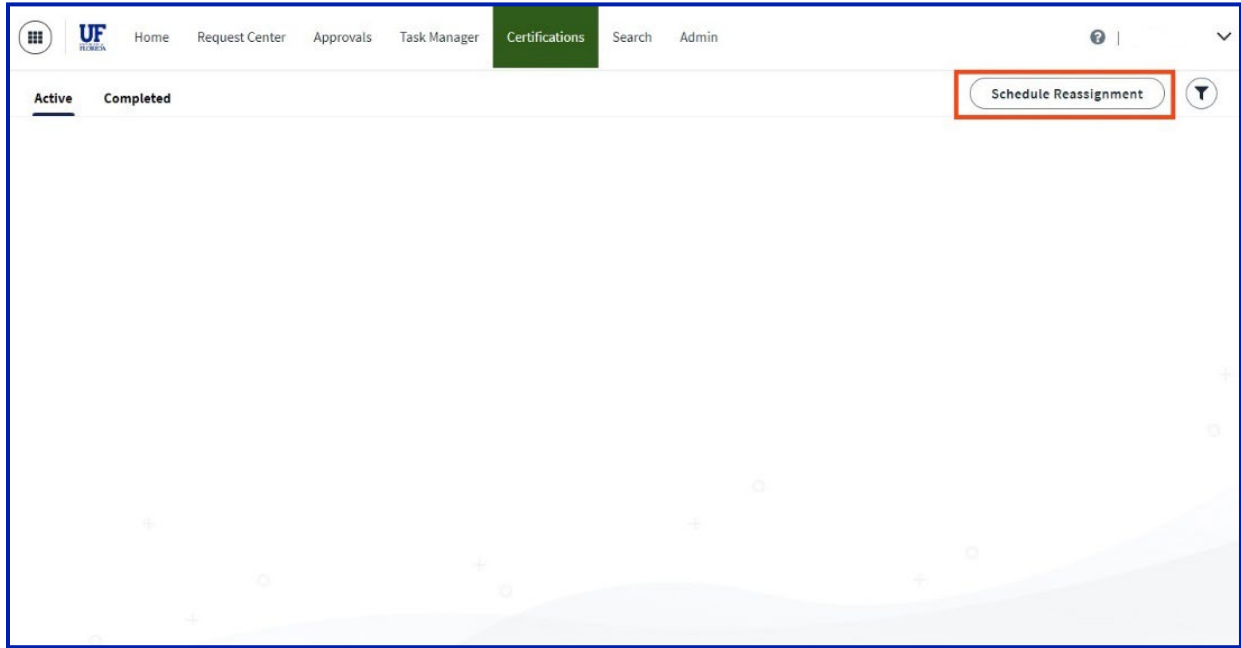
*If you are the only Requester in your department, contact **UF IAM** when you plan to be out of office for more than two weeks.
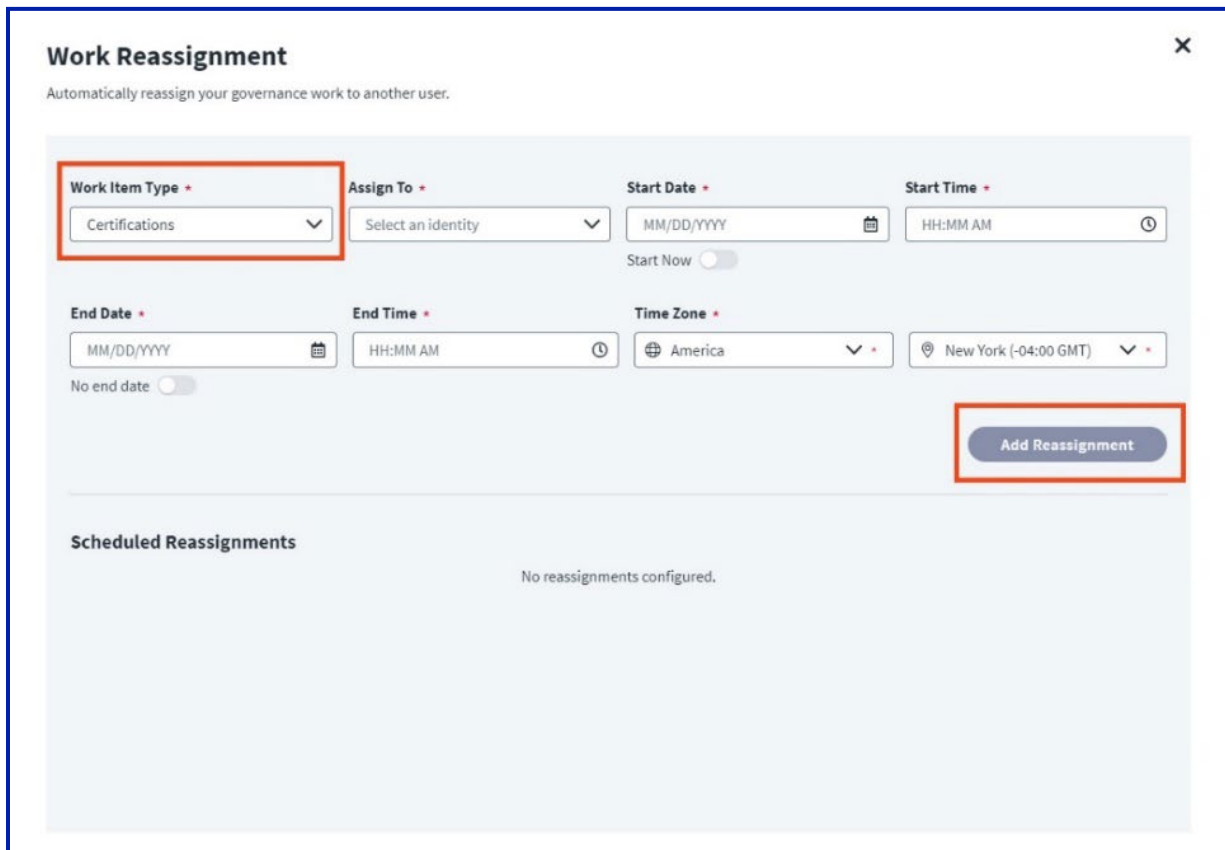
INSTRUCTIONS

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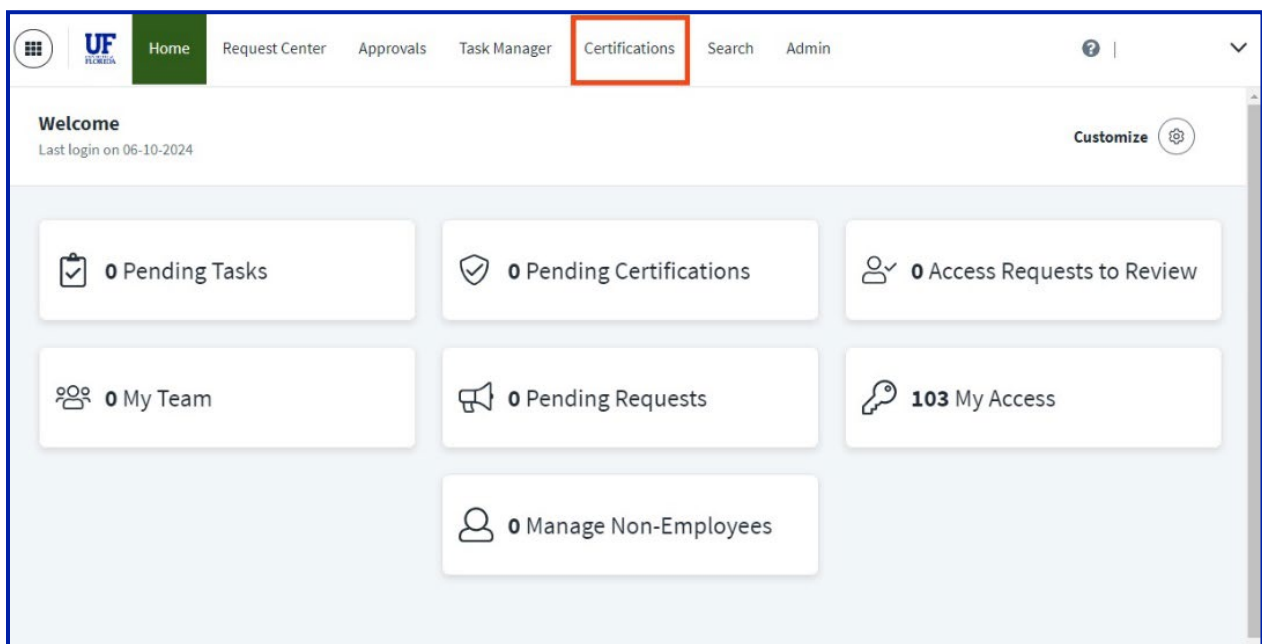
4. Click **Schedule Reassignment**

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)

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