

SUBMIT ROLE REMOVAL REQUESTS

EFFECTIVE DATE: SEPTEMBER 14, 2024

DESCRIPTION

Audience: Primary Requesters only

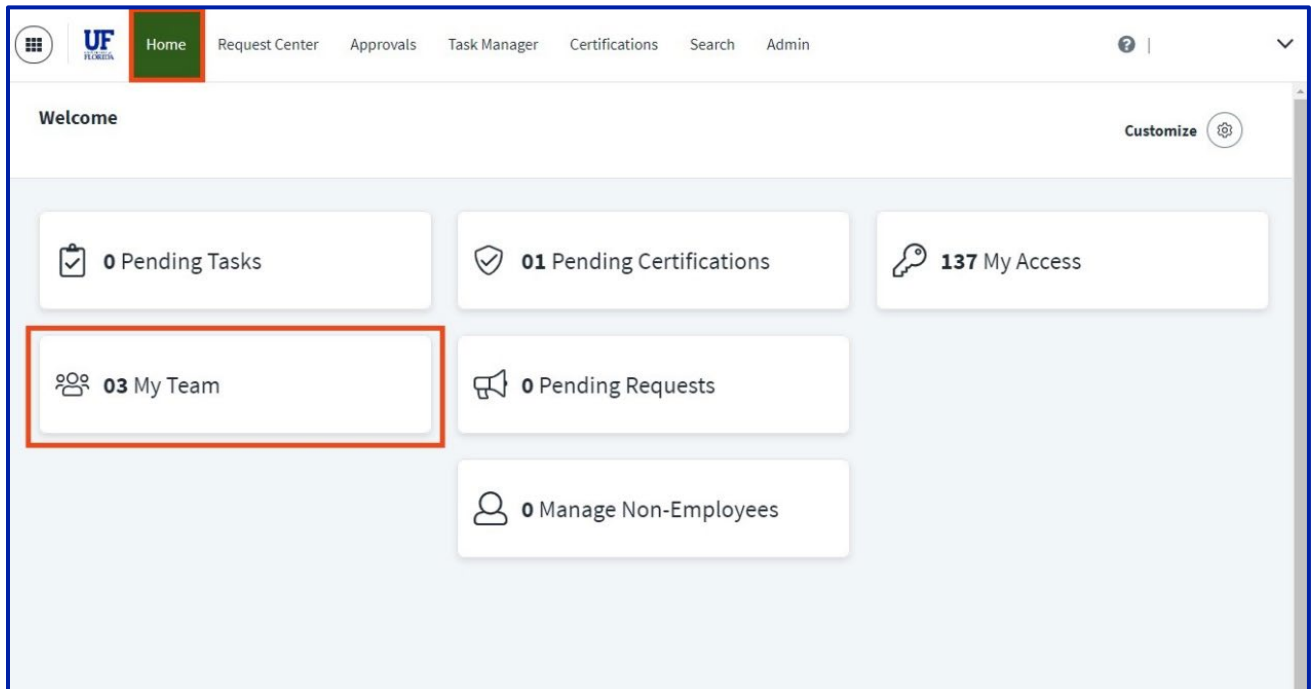
UF IAM has designated one Primary Requester per department. Only the Primary Requester can submit role removal requests in UF SailPoint IdentityNow.

If you are not the Primary Requester, please contact your designated Primary Requester directly to submit the role removal request on your behalf. Provide them with the following information:

1. UFID of the departmental personnel assigned to you
2. Gatorlink email address
3. Role(s) you wish to have remove
4. Detailed reason for removing role(s)

INSTRUCTIONS

1. Go to ufl.identitynow.com
2. Log into SailPoint with the standard UF SSO
3. On the Home page, click **My Team**



4. Search for the UFID of the identity and click the name

The screenshot shows the 'Team Members' page in SailPoint IdentityNow. A search box in the left sidebar contains the text '00000000'. Below the search box, the name 'Alligator, Albert' is highlighted. The main content area shows a table of accounts for the selected member. The table has columns for Account ID, Source, Disabled, Entitlements, and Locked. The data is as follows:

Account ID	Source	Disabled	Entitlements	Locked
CN=	Role Depot (AKA Beta AD 2)	false	36	false
79747570	DSAs_Mrk_1	false	0	false
79747570	PSFT PA Read-Write	false	32	false
79747570	Training_Final_again	false	6	false
79747570	PSFT HR Read-only	false	0	false
79747570	NEW - UF QAT MDM	false	0	false

5. Click **Details** to confirm the identity profile of the selected Team Member

The screenshot shows the 'Details' view for the selected member, Albert Alligator. The 'Details' button is highlighted in the left sidebar. The main content area shows a table of roles for the selected member. The table has columns for Name, Description, Role Owner, Flags, and Expiration. The data is as follows:

Name	Description	Role Owner	Flags	Expiration
UF_EMS_ALL_FAC...	This role provides ...			
UF_HR_QUERY_M...	This is a core user...			
UF_EL_TRAINING...	This is a core offic...			
UF_FI_QUERY_VIE...	This is an end user...			
UF_FL_UNIVERSAL...	This is a core offic...			
UF_SY_BUSUNIT...	Provides access to ...			
UF_ER_Special_N...	This is an end user...			
UF_HR_QUERY_VI...	This is an end user...			
UF_HR_CORE_INQ...	This is a core offic...			
UF_N_EL_INSTRU...	*TRAINING:EDT10...			

On the right side, a modal window displays the identity profile for Albert Alligator:

- Identity:** Alligator, Albert
- Manager:** Primary Requester
- Status:** active
- UFID:** 00000000
- GatorlinkID:** Alligator1
- UF Business Email:** Alligator1 @ufl.edu
- Primary Dept Name:** HR-UF-Mascots
- Training:** EDT100, ITT102, PRV600, PRV604, PST093, PST978

6. Click **Roles**

The screenshot shows the user profile for Albert Alligator. The 'Roles' tab is highlighted with a red box. Below the tabs, a table lists various roles with columns for Name, Description, Flags, and Expiration Date.

Name	Description	Flags	Expiration Date
UF_CS_USER	Birthrighted role providing access to PSFT Campus Solutions ...		
UF_HR_User	NEED BETTER DEFINITION This is an automatically assigned r...		
UF_EMS_ALL_FACULTY_STAFF	This role provides university faculty and staff with access to t...		
UF_HR_QUERY_MANAGER_PRIVATE	This is a core user role that will allow users to create, save an...		
UF_EL_TRAINING_ADMIN	This is a core office role granting access within the Enterprise ...		
UF_FI_QUERY_VIEWER	This is an end user role granting access to execute and view p...		
UF_FI_UNIVERSAL_INQUIRY	This is a core office and end user role granting general view o...		
UF_SY_BUSUNIT_UFLOR	Provides access to business units defined in Peoplesoft for th...		
UF_ER_Special_NewsB_62000000	This is an end user role available to Human Resource Service...		
UF_HR_QUERY_VIEWER	This is an end user role that will allow users to view public qu...		

7. Scroll down to find the role for removal

The screenshot shows the user profile for Albert Alligator. The 'Roles' tab is selected. A table lists roles with a new column 'Removal Requests Allowed?'. The role 'UF_EL_TRAINING_ADMIN' is highlighted with a red box, and its 'Request Removal' button is also highlighted.

Name	Description	Removal Requests Allowed?
UF_EMS_ALL_FACULTY_STAFF	This role provides university faculty and staff with access ...	No
UF_HR_QUERY_MANAGER_PRIVATE	This is a core user role that will allow users to create, sav...	Yes <input type="button" value="Request Removal"/>
UF_EL_TRAINING_ADMIN	This is a core office role granting access within the Enterp...	Yes <input type="button" value="Request Removal"/>
UF_FI_QUERY_VIEWER	This is an end user role granting access to execute and vi...	Yes <input type="button" value="Request Removal"/>
UF_FI_UNIVERSAL_INQUIRY	This is a core office and end user role granting general vie...	Yes <input type="button" value="Request Removal"/>
UF_SY_BUSUNIT_UFLOR	Provides access to business units defined in Peoplesoft fo...	Yes <input type="button" value="Request Removal"/>
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8. Click **Request Removal** in the **Removal Requests Allowed?** column

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Alligator, Albert

Accounts (7) Entitlements (74) **Roles (24)** Access Profiles (3) Applications (0) Work Reassignment (0)

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9. ***Required:** Add comment. Confirm the identity and the role to be removed and then provide adequate reason for why this access should be removed. Then click **Submit**.

UF Home Request Center Approvals Task Manager Certifications Search Adm

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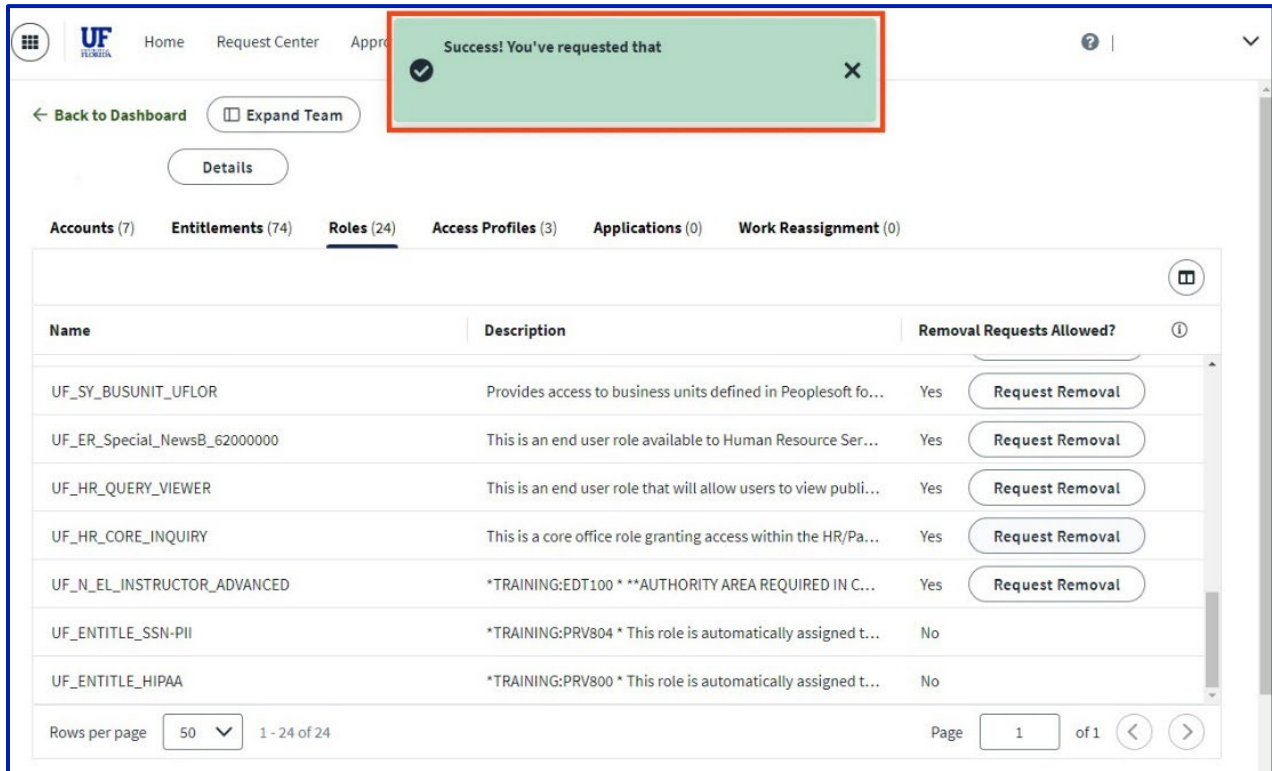
Revoke Access

You are revoking the **UF_EL_TRAINING_ADMIN** role from **Alligator, Albert**

Add Comments +

Albert Alligator will no longer serve as this department's myTraining Administrator. This role will be requested for Alberta Alligator.

10. Success! message will appear, confirming submission



11. Confirmation emails with submitted comments from **UF SailPoint IdentityNow** <sailpoint-no-reply@it.ufl.edu> will be sent to all parties.
12. The Primary Requester will receive an email when the removal request is approved or denied.

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