

How To Request a Security Role to Access Careers at UF?

This guide is designed for Departmental Security Administrators (DSAs). To complete the process described below, you must have the UF_SEC_REQUESTOR security role in myUFL. For a complete coverage of DSA-related content and skills, see the following online course: BRG900: Understanding Your DSA Role.

The following role for the Job Requisition application require department setup:

- UF_N_JRQ Department Req Orig
- UF_N_JRQ Department Req Appr
- UF_N_JRQ Non Employee

In this simulation, you will complete the basic steps for requesting Job Requisition application Security.

1. Login to **myUFL**

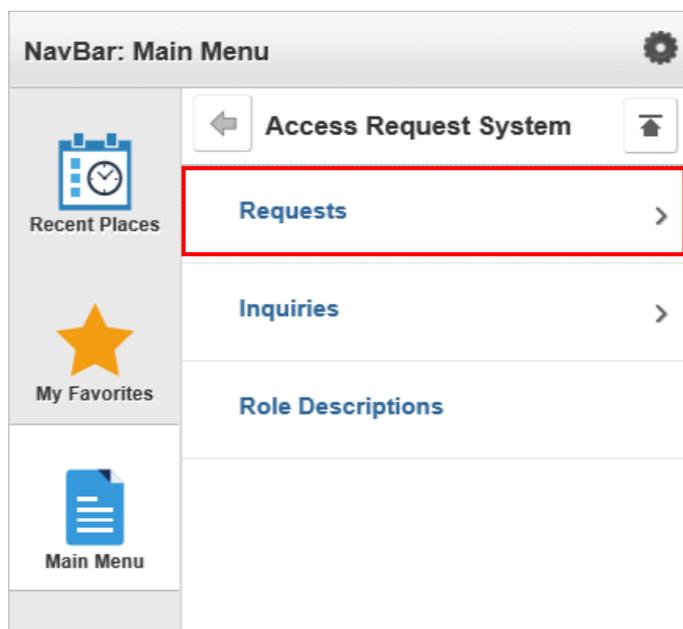
- Open an internet browser
- Navigate to my.ufl.edu
- Click the Access myUFL button
- Enter your GatorLink username and password
- Click the Login button

2. Click the **NavBar**.

3. Click the **Main Menu** link.

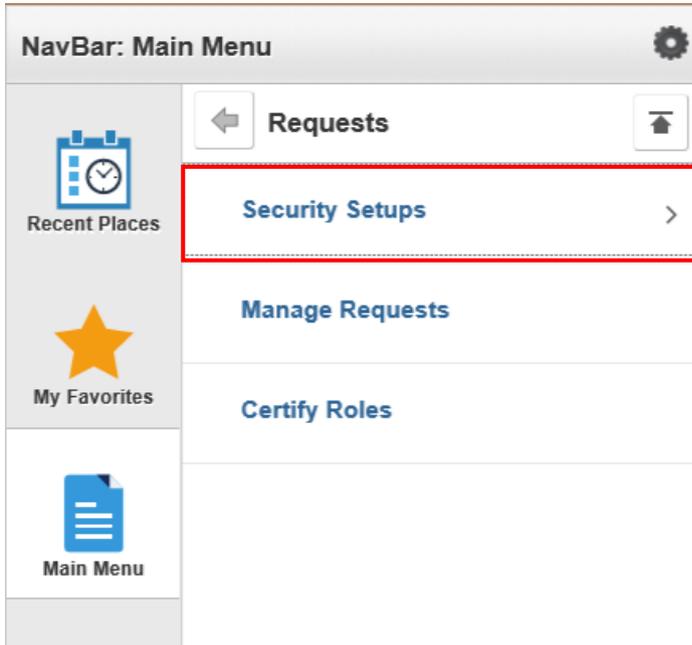
4. Click the **Access Request System** folder icon.

5. Click the **Requests** link.

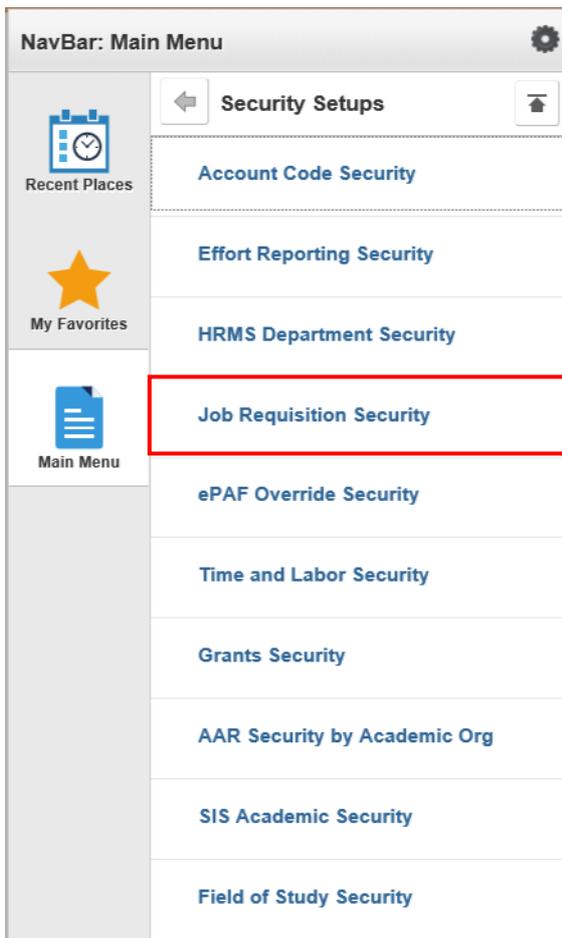


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6. Click the **Security Setups** link.



7. Click the **Job Requisition Security** link.



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8. Enter a valid UF ID number into the **User ID** field.
9. Click the **Search** button.

Job Requisition Security

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

User ID:

Description:

Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

10. Enter all or part of an eight-digit Department into the **Department** field.

Reminder: The Department Security tree will allow you to specify higher level Department ID values to represent many values within an area. Example: You could enter 69000000 as a single row to represent all Department ID's within the span such as 69010000, 69020000, 69030000, etc. Using the higher level tree nodes can drastically reduce the number of rows you must add for an individual.

Job Requisition Security

User ID: 87298149 Johnson, Melba

Define Security Profile		Personalize Find	First	1 of 1	Last
*Set ID	*Department	*Access Code			
UFLO <input type="button" value="🔍"/>	<input type="text" value="62010000"/> <input type="button" value="🔍"/>	HR-HR ADMINISTRATION	Read/Write	<input type="button" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>

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11. Click the **Add a new row** button.
12. To add another Department ID, enter all or part of an eight-digit Department ID into the **Department ID** field.
13. Click the **Save** button.

Reminder: The following roles for Job Requisition application require department setup:

- UF_N_JRQ Department Req Orig
- UF_N_JRQ Department Req Appr
- UF_N_JRQ Non Employee

If you need help with...

- Further resources are available in the [Careers at UF toolkit](#).
- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu