

Can Non UF Employees Use the Careers at UF System?

For individuals who do not work at UF but need access Careers at UF, the following two steps need to be completed in order to grant them access.

1. The user must be added to the myUFL system as a Person of Interest (POI). Once they are added, a UFID number will be generated and with that information they can create their Gatorlink username and password.
2. Department personnel must then submit a request to their department DSA to request the **UF_N_JRQ Non Employee** security role to be assigned to the non-UF user. Recruitment and Staffing will then approve the security access team request.

This instruction guide covers:

- How to create a POI
- How to create a Gatorlink username and password
- How to request a security role

Creating a Person of Interest

A Person of Interest is someone who is not employed by UF. This individual is not on the University payroll but required to have access to the myUFL system to enroll in training or perform another myUFL function. The individual therefore needs a UFID and this instruction guide gives the procedure for obtaining the UFID through the Add a Person of Interest ePAF.

You will need the following Security Role for ePAF actions:

UF_EPAF_DepartmentAdmin or
UF_EPAF_Level 1 Approver

Procedure

To create a Person of Interest, you would use the following navigation: NavBar > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page.

This section of the process must be completed by the department entering the person of interest.

1. Click the **Start** a new ePAF link.
2. Click the **Add a Person of Interest** link.
3. Enter the first name in the **First Name** field.
4. Enter the last name in the **Last Name** field.
5. Enter the **Date of Birth** (MM/DD/YYYY).
6. Click the **Search** button.
7. Click the **Add** button.
8. Click the **Yes** button.
9. Click the **Choose a date** button.
10. Enter the **Effective Date** (you can use today's date).

11. Enter the individual's personal email address in the **Email Address** field.

Address Sections

In the home address section, enter the first line of address into the **Address 1** field.

12. Enter the City into the **City** field.

13. Enter the State into the **State** field.

14. Enter the Zip Code into the **Postal** field.

15. Enter the County name into the **County** field or use the lookup icon.

16. In the business address section, enter the first line of address into the **Address 1** field.

17. Enter the City into the **City** field.

18. Enter the State into the **State** field.

19. Enter the Zip Code into the **Postal** field.

20. Enter the County name into the **County** field or use the lookup icon.

21. In the mailing address section, enter the first line of address into the **Address 1** field.

22. Enter the City into the **City** field.

23. Enter the State into the **State** field.

24. Enter the Zip Code into the **Postal** field.

25. Enter the County name into the **County** field or use the lookup icon.

26. Click the **Next >>** button.

27. Notice that the system has generated a UF ID number for this individual.

28. Select the Gender from the **Gender** list.

29. Click the **Save & Next >>** button.

30. Click the **Yes** button.

31. Notice that the **POI Type** defaults to 00007 External Trainee. You will need to select **00013** External Job Requisition User using the look up icon.

32. Enter the **Department ID** or use the **Look up Dept ID** button.

33. Enter any relevant comments in the **Your Comment** field.

34. Click the **Submit** button.

35. Click the **Yes** button.

36. Notice the Form and Approval Status is shown on this page. **When creating a Person of Interest, no approval is necessary.**

Creating a Gatorlink and Password

The next step in the process is to create a Gatorlink and password. This section can be completed by the user.

If the user already has an existing Gatorlink and password, skip to requesting the security role.

1. Login to <http://login.ufl.edu>.
2. Click **Create Account**.

3. Enter **UFID**, **Last Name**, and **Date of Birth**.
4. Create and enter your username using the guidelines provided on the screen.
5. Create and confirm your password using the guidelines provided on the screen.
6. Read the **Acceptable Use Policy**, click the checkbox next to **Apply** and select **Next**.
7. Review the information on the next screen and click **Complete**.
8. Set your password hint and click **Save**.

The user must provide the department administrator the newly created Gatorlink to request access to Careers at UF.

Requesting a Security Role from the Department DSA

All departments have a department security administrator (DSA) who will request necessary security roles once the user has completed necessary training (if needed). Department personnel must contact the DSA with the security role needed and the user's UFID to request the role.

Security role for non-UF users: **UF_N_JRQ Non Employee**

Review the [Department Security Administrator List](#) to identify your department's DSA.

DSA's: Follow the steps below or review the [Requesting Careers at UF Security](#) instruction guide for more information.

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 **Security Setups** link.
6. Click the **Job Requisition Security** link.
7. Enter a valid UF ID number into the **User ID** field.
8. Click the **Search** button.
9. 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.

10. Click the **Add** a new row button.

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

If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
- Security related issues, contact the Enterprise Systems Security Team at . IT-ES Security.