HOW TO AUTHORIZE A DEPARTMENT COORDINATOR

MYUFL > MAIN MENU > STUDENT INFORMATION SYSTEM > MY GRADING

This guide is a supplement to the HR Course OUR010. Please register for that course if you need a refresher

1. On the left menu, click **Grant Grading Access**
2. In this order (and with no extra information)
   a. Enter the **Term**
   b. In **Grading Level Security**, select **Department Coordinators**
   c. Enter your **College**
   d. Enter the **Department**

3. Click **Search**
4. Verify those already on the list
5. Click the **[+]** to add another user

6. Enter the **UFID** of the user (it is **not** recommended to search by name, but you *can* search by name)
7. Click **Save**