

## 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**

The screenshot shows the 'Grant Grading Access' form with the following fields and values:

- UFID:** (empty)
- \*Term:** 2205 Summer 2020
- \*Grading Level Security:** Grader
- College:** Engineering
- Department:** 19140000
- Session:** (empty)
- Subject Area:** (empty)
- Catalog Nbr:** (empty)

Buttons: Search, Generate Term Security, Save, Approve All.

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

The screenshot shows the 'Grant Grading Access' form with the following fields and values:

- \*Term:** 2205 Summer 2020
- \*Grading Level Security:** Department Coordinators
- College:** Liberal Arts and Sciences
- Department:** 00000000

Buttons: Search, Generate Term Security, Save, Approve All.

Table below the form:

Acad Org	Department	*UFID	Name	*Grade Security Status
02030000	PV-Honors Office	10000000	Alberta Alligator	Approved

A red box highlights the '+' button in the Grade Security Status column of the table.

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