ADD A PERSON TO THE PERSON HUB

The following instructions will walk you through how to add a person to the UF PERSON Hub.

NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > Identity Access Management > Identity Management > Person Hub MII

1. Click the Add Person button.

2. Enter the requested information in each of the required fields. The red text indicates which fields are required. For this instruction guide, an example person’s information will be entered.

3. The Person Info Item section allows you to select two different identification options. Click the dropdown.
4. You can choose either Social Security Number or Passport number. For this example, **Social Security Number** will be chosen and a fake Social Security Number will be entered in the SSN text field.

![Person Info](image)

5. The **Affiliation** section allows you to select from a number of different Affiliation options. Click the **dropdown**.

![Affiliation](image)

6. The list of different Affiliation options is long and what is shown here is only a sampling of the full list. For this example, **TEAMS Employee** will be selected for you. Please note: You can start typing the Affiliation name and suggestions will pop up that start with what you have entered. This makes searching for your desired Affiliation faster and easier.

![Dropdown](image)
7. Enter the Department ID Number. For this example, 14800000 will be entered.

8. Click the Add Person button.

9. The person has been added. Notice the menu on the lefthand side of the screen. If you click on any of these options, you can dig deeper and see more information about the person if it is available. In addition, by clicking any of those options you can add more information about the person. The Instruction Guide “Managing A Person in the PERSON Hub” shows how to add or change information once a person has been added.