

ADD A PERSON TO THE PERSON HUB

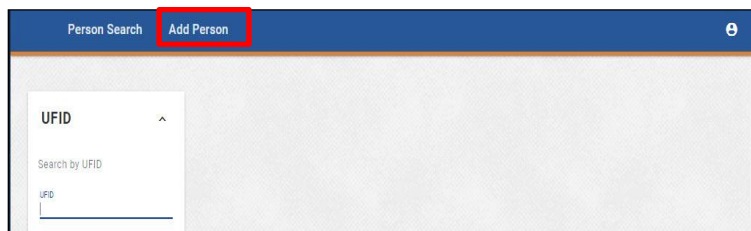
The following instructions will walk you through how to add a person to the UF PERSON Hub.

NAVIGATION

Login into myUFL and navigate to:

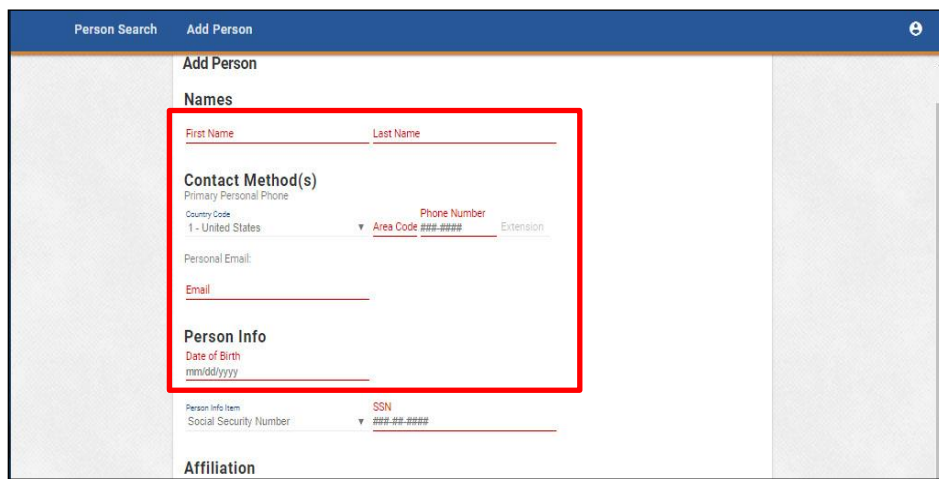
Nav Bar > Main Menu > Identity Access Management > Identity Management > Person Hub MII

1. Click the **Add Person** button.



A screenshot of the 'Person Search' interface. The 'Add Person' button is highlighted with a red box. Below it is a search box for UFID with a dropdown arrow and a search input field.

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.



A screenshot of the 'Add Person' form. The 'Names' section has 'First Name' and 'Last Name' fields. The 'Contact Method(s)' section has 'Country Code' (1 - United States), 'Area Code' (####), 'Phone Number' (#####), and 'Extension' fields. The 'Person Info' section has 'Date of Birth' (mm/dd/yyyy) and 'Person Info Item' (Social Security Number) fields. The 'Affiliation' section is empty. Red text indicates required fields.

3. The **Person Info Item** section allows you to select two different identification options. Click the **dropdown**.



A screenshot of the 'Person Info' section. The 'Date of Birth' field is filled with '01/01/1990'. The 'Person Info Item' dropdown menu is highlighted with a red box, showing 'Social Security Number' and 'SSN' options.

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
Date of Birth
01/01/1990

Person Info Item
Social Security Number
SSN
####

Social Security Number
Passport

Affiliation
Affiliation Type

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



01/01/1990

Person Info Item
Social Security Number
SSN
427-69-9999

Affiliation
Affiliation Type

Department (Name or UF Dept ID)

End Date:
mm/dd/yyyy

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.



Alumni
Athletic Association Employee
Board of Trustee
CE Participant
Clinical Faculty
Consultant-Faculty
Consultant-Staff
Continuing Education Student
Courtesy Faculty

- Enter the **Department ID Number**. For this example, **14800000** will be entered.

- Click the **Add Person** button.

- 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..