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.

Person Search	Add Person	9
UFID	^	
Search by UFID		
UFID		

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.

Person Search	Add Person		θ
	Add Person		-
	Names		
	First Name	Last Name	
	Contact Method(s) Primary Personal Phone		
	Country Code 1 - United States	Area Code ####### Extension	
	Personal Email:		
	Email		
	Person Info Date of Birth mm/dd/yyyy	_	
	Person Info Item Social Security Number	SSN * ****	
	Affiliation		

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

joshuatree@gmail.com	
Person Info	
Date of Birth 01/01/1990	
Person Info Item SSN	
Social Security Number	

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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		
	SSN	
Person Info Item	and the first Second and a second	
Social Security Number	¥ ### ##-####	
Social Security Number		221
Passport		
Attiliation		
Affiliation Type	v	

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	Ŧ	
Affiliation Type	v	
Department (Name or LIE Dept		
Department (Name or UF Dept	D)	

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.

	× 1
Alumni	
Athletic Association Employee	
Board of Trustee	
CE Participant	
Clinical Faculty	
Consultant-Faculty	
Consultant-Staff	
Continuing Education Student	
Courtesy Faculty	



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

Affiliation Afficient Taxe TEAMS Employee
Department (Name or UF Dept ID) Please fi out this field.
End Dese mm/dd/yyyy
ADD PERSON

8. Click the Add Person button.

Person Search	Add Person	(
	Names	
	FistName LastName Joshua Tree	
	Contact Method(s) Primary Personal Phone	
	Country Code Area Code Phone Number 1 - United States ▼ 353 532-3535 Extension	
	Personal Email: Email jostnuatree@gmail.com	
	Person Info Dece 19mi 01/01/1990	
	Person Info Item SSN Social Security Number ¥ 427-69-9999	
	Affiliation	
	Affiliation Type TEAMS Employee V	
	Department (Name or UF Dept 0) IT - ENTERPRISE SYSTEMS (14800000)	
	Erd Date mm/dd/yyyy	
	ADD PERSON	

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..

		(۹	Current I	Record : Joshua Tree	UFID : 69013988	GatorLink :	θ
		Person Info		Affiliations	Entitlements	Flags	
		Display Name:	Joshua Tree	Primary Affiliation: Sta	ff Gatorlink Eligible:	Published Flag:	N
100	Person	Gender:	Primary Department:	Email Eligible:	Protected Flag:	N	
1	-	Date of Birth:	01/01/1990	IT - ENTERPRISE SYSTEMS (14800000)	Email Location:	Secured Flag:	N
0	Person Info	Network Managed Dept.			Level of Assurance:	Deceased Flag.	N
	Names	Work Title:					
GÐ	Affiliations						
÷	Addresses	Addresses		Phone Numbers	Email Addresses	Historical Info	
(8)	Identifiers	Personal Address:		Personal Phone: 1 353 532 35	5 Personal Email:	Registry Created Date:	
	Email Addresses	Business Address:		Business Phone:	joshuatree@gmail.com Business Email:	Registry Last Updated Dat	
2	Phone Numbers						lug 13, 2019
	Emergency Contact					Source Identifier: IAM (Coord/Admin
14	Flags						
01	System Keys						
ŧŧ	Relationships						
Ô	Photo Locations						
49	History						
×	Collapse Duplicates						
	unpricates						