

SEARCH THE PERSON HUB

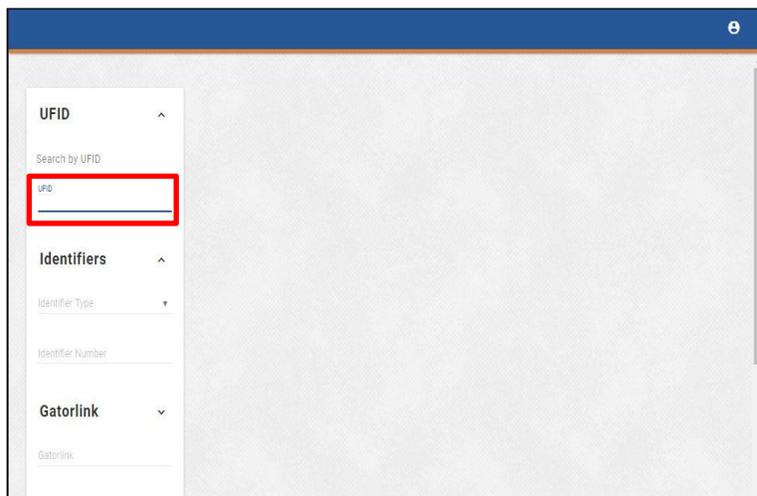
The following instructions will walk you through how to search the UF PERSON Hub.

NAVIGATION

Login into myUFL and navigate to:

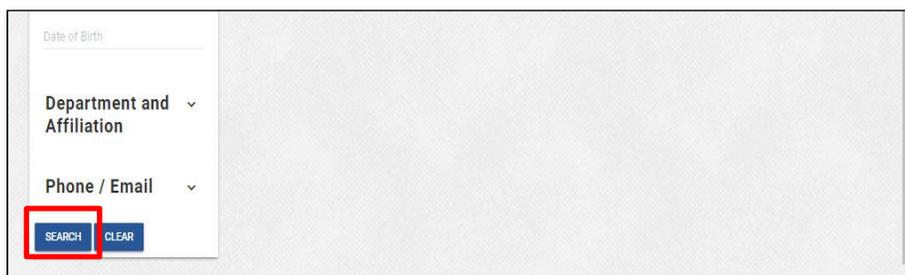
Nav Bar > Main Menu > Identity Access Management > Identity Management > Person Hub MII

1. There are a number of ways to search for a person in the UF PERSON Hub. This Instruction Guide will walk through a few of them. The first method is to Search by UFID. In the **UFID** field, **45212730** will be entered.



The screenshot shows a search interface with a sidebar on the left. The sidebar has three sections: 'UFID', 'Identifiers', and 'Gatorlink'. The 'UFID' section is expanded and contains a search input field with the text '45212730' entered. A red box highlights this input field. Below the input field are labels for 'Identifiers' and 'Gatorlink', each with a dropdown arrow. The main content area is a large, empty light gray space.

2. Scroll down and click the **Search** button. Please note: When searching the UF PERSON Hub, typing the Enter key on your keyboard will also activate the Search button.



The screenshot shows the same search interface as above, but with the 'SEARCH' button highlighted by a red box. The 'SEARCH' button is a blue rectangle with white text. To its right is a smaller blue 'CLEAR' button. Above the buttons are three dropdown menus: 'Date of Birth', 'Department and Affiliation', and 'Phone / Email'. The main content area is a large, empty light gray space.

- You will be taken to the person's records page. To return to the search page, click the **Back arrow** button.

Current Record : Linda Gator UFID : 45212730 GatorLink : test053

Person Info
 Display Name: Linda Gator
 Gender: N
 Date of Birth: 09/01/1980
 Network Managed Dept: REGISTRAR STUDENTS (ST010000)
 Work Title:

Affiliations
 Primary Affiliation: Student
 Primary Department: REGISTRAR STUDENTS (ST010000)

Entitlements
 Gatorlink Eligible:
 Email Eligible:
 Email Location:
 Level of Assurance:

Flags
 Published Flag: Y
 Protected Flag: N
 Secured Flag: N
 Deceased Flag: N

Addresses
 Personal Address:
 Business Address:

Phone Numbers
 Personal Phone:
 Business Phone:

Email Addresses
 Personal Email:
 Business Email: test053@ufl.edu

Historical Info
 Registry Created Date: Jan 18, 2003
 Registry Last Updated Date: Jul 18, 2017
 MDM Created Date: Jun 19, 2019
 Source Identifier: IAM Coord/Admin

- Note that your previous **Search Results** will appear at the top of the page. You can click on the **UFID number** to get back into the account you were previously looking at.

UFID
 Search by UFID
 UFID

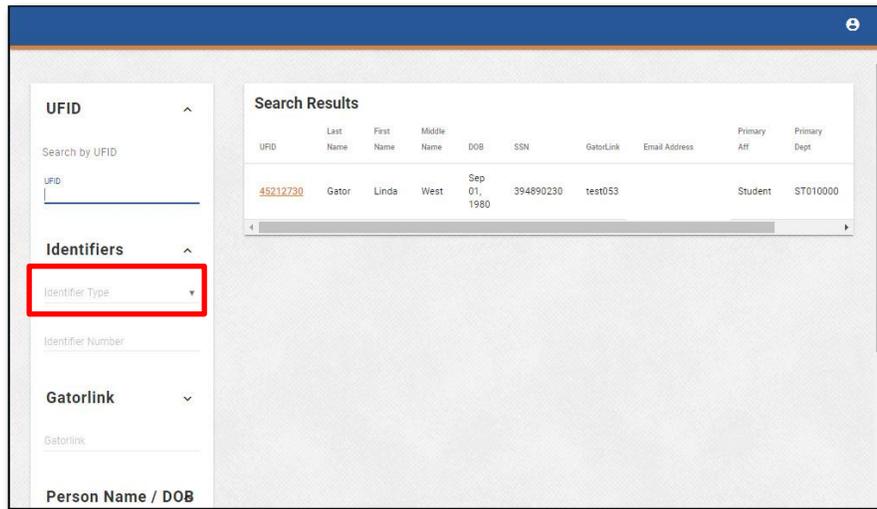
Identifiers
 Identifier Type
 Identifier Number

Gatorlink
 Gatorlink

Search Results

UFID	Last Name	First Name	Middle Name	DOB	SSN	GatorLink	Email Address	Primary Aff	Primary Dept
45212730	Gator	Linda	West	Sep 01, 1980	394890230	test053		Student	ST010000

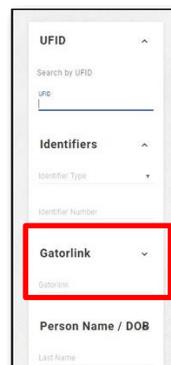
- You can search by Identifiers in the **Identifiers** section. Click the **Identifier Type** to see the different Identifiers you can search by.



- Take note of the different **Identifiers** you can search by.



- The next example is a search by **Gatorlink**. For this example, **test053** will be entered.



8. Scroll down and click the **Search** button.

A search form with the following fields: Date of Birth, Department and Affiliation (dropdown), and Phone / Email (dropdown). At the bottom, there are two buttons: **SEARCH** (highlighted with a red box) and **CLEAR**.

9. You will be taken to the person’s records page. To return to the search page, click the **Back arrow** button.

A person's record page for Linda Gator. The top navigation bar includes a back arrow (highlighted with a red box), "Current Record : Linda Gator", "UFID : 45212730", and "GatorLink : test053". The main content area is divided into several sections: Person Info, Affiliations, Entitlements, Flags, Addresses, Phone Numbers, Email Addresses, and Historical Info. A left sidebar contains navigation links for Person Summary, Person Info, Names, Affiliations, Addresses, Identifiers, Email Addresses, Phone Numbers, Emergency Contact, Flags, System Keys, Relationships, and Photo Locations.

10. The next example is searching by **Person Name / DOB**. You can enter any combination of First Name, Last Name, Middle Name and Date of Birth. For this example, the following will be entered in the **First and Last Name fields**:
Last Name – **West** First Name – **Linda**
Please note: You can use a % anywhere in the First or Last Name fields and it will trigger a Wildcard search.

A search form titled "Person Name / DOB" with a warning icon. It contains the following fields: Last Name (highlighted with a red box), First Name (highlighted with a red box), Middle Name, Date of Birth, and Department and Affiliation (dropdown).

11. Scroll down and click the **Search** button.

12. If there is more than one response that fits the search criteria, they will all be displayed under Search Results. Click the correct **UFID** to continue.

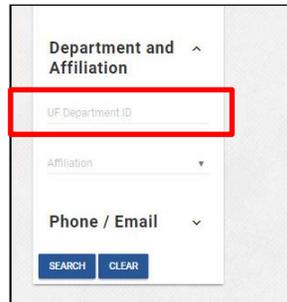
UFID	Last Name	First Name	Middle Name	DOB	SSN	GatorLink	Email Address	Primary Aff	Prs Det
42742011	West	Linda	Marie	Jan 01, 1978				Affiliate	14
45212730	West	Linda	L	Jan 25, 1988				Alumni	ST

13. You will be taken to the person’s records page. To return to the search page, click the **Back arrow** button.

Current Record : Linda Gator UFID : 45212730 GatorLink : test053

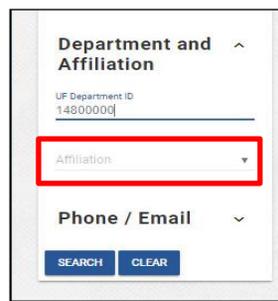
Person Info	Affiliations	Entitlements	Flags
Person Info Display Name: Linda Gator Gender: N Date of Birth: 09/01/1980 Network Managed Dept: REGISTRAR STUDENTS (ST010000) Work Title:	Affiliations Primary Affiliation: Student Primary Department: REGISTRAR STUDENTS (ST010000)	Entitlements Gatorlink Eligible: Email Eligible: Email Location: Level of Assurance:	Flags Published Flag: Y Protected Flag: N Secured Flag: N Deceased Flag: N
Addresses	Phone Numbers	Email Addresses	Historical Info
Addresses Personal Address: Business Address:	Phone Numbers Personal Phone: Business Phone:	Email Addresses Personal Email: Business Email: test053@ufl.edu	Historical Info Registry Created Date: Jan 18, 2003 Registry Last Updated Date: Jul 18, 2017 MDM Created Date: Jun 19, 2019 Source Identifier: IAM Coord/Admin

14. The next example is searching by **Department and Affiliation**. For this example, **14800000** will be entered into the **UF Department ID field**. Please note: while typing the Department ID, options will pop up that start with those numbers. If you type 1480, 14800000 will pop up, so you do not have to type the full number.



The screenshot shows a search form titled "Department and Affiliation". It contains a text input field for "UF Department ID", a dropdown menu for "Affiliation", and a "Phone / Email" dropdown. At the bottom are "SEARCH" and "CLEAR" buttons. A red box highlights the "UF Department ID" input field.

15. Next, click the **Affiliation** dropdown.



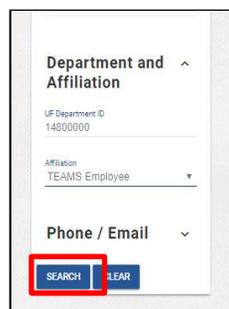
The screenshot shows the search form with "14800000" entered in the "UF Department ID" field. The "Affiliation" dropdown menu is open, and a red box highlights it.

16. A long list of possible Affiliations will appear. For this example, **TEAMS Employee** will be selected. 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.



The screenshot shows a list of affiliations from the dropdown menu, including Alumni, Athletic Association Employee, Board of Trustee, CE Participant, Clinical Faculty, Consultant-Faculty, Consultant-Staff, and Continuing Education Student. A red box highlights the entire list.

17. Click the **Search** button.



The screenshot shows the search form with "14800000" in the "UF Department ID" field and "TEAMS Employee" selected in the "Affiliation" dropdown. A red box highlights the "SEARCH" button.

18. Every person that fits the classifications that you selected will appear.

45212730	West	Linda	Gator	Sep 11, 1971	test053	test053@ufl.edu
45212731	Wood	Holly	Carter	Sep 28, 1975	test054	test054@ufl.edu
45212732	Kent	Clark	Martha	May 03, 1973	test055	test055@ufl.edu
45212733	Grayson	Richard	L	Sep 19, 1965	test056	test056@ufl.edu
45212734	Oss	Kay		May 23, 1962	test057	test057@ufl.edu

19. The final example is a search by **Phone / Email**. Click the **Contact Type** dropdown.

20. For this example, click the **Personal Email** list item.

21. Next, **lindagatorwest@email.com** will be entered in the **Contact Reference** text entry field.

The screenshot shows a form titled "Phone / Email" with a dropdown menu for "Contact Type" set to "Personal Email". Below this is a text input field labeled "Contact Reference" which is highlighted with a red rectangular border. At the bottom of the form are two buttons: "SEARCH" and "CLEAR".

22. Click the **Search** button.



23. You will be taken to the person's records page.

The screenshot shows a person's records page for Linda Gator. The page has a blue header with navigation icons and the text "Current Record : Linda Gator UFID : 45212730 GatorLink : test053". On the left is a sidebar with a navigation menu. The main content area is divided into several sections:

Person Info	Affiliations	Entitlements	Flags
Display Name: Linda Gator Gender: N Date of Birth: 09/01/1980 Network Managed Dept: REGISTRAR STUDENTS (ST010000) Work Title:	Primary Affiliation: Student Primary Department: REGISTRAR STUDENTS (ST010000)	Gatorlink Eligible: Email Eligible: Email Location: Level of Assurance:	Published Flag: Y Protected Flag: N Secured Flag: N Deceased Flag: N
Addresses	Phone Numbers	Email Addresses	Historical Info
Personal Address: Business Address:	Personal Phone: Business Phone: 1 352 672 5736	Personal Email: Business Email: test053@ufl.edu	Registry Created Date: Jan 18, 2003 Registry Last Updated Date: Jul 18, 2017 MDM Created Date: Jun 19, 2019 Source Identifier: IAM Coord/Admin