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.

   ![UFID Search Screen](image1.png)

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.

   ![Search Button](image2.png)
3. You will be taken to the person’s records page. To return to the search page, click the Back arrow button.

4. 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.
5. You can search by Identifiers in the Identifiers section. Click the Identifier Type to see the different Identifiers you can search by.

6. Take note of the different Identifiers you can search by.

7. The next example is a search by Gatorlink. For this example, test053 will be entered.
8. Scroll down and click the **Search** button.

![Search button](image)

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

![Records page](image)

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.
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.

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

![Department and Affiliation](image)

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

![Affiliation dropdown](image)

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.

![List of Affiliations](image)

17. Click the **Search** button.
18. Every person that fits the classifications that you selected will appear.

![Table of User Information]

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

![Dropdown Menu]

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.

22. Click the **Search** button.

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