

## VIEWING YOUR SECURITY ROLES IN MYUFL

This instruction guide covers how to view your security roles in myUFL. Access to the myUFL portal and university systems is based on the roles you are assigned. Roles will determine what appears in the myUFL Main Menu, including what appears in your “My Self Service” folder.

Roles are assigned by your college or department. If you do not have a role you think you should have, please contact your Department Security Administrator (DSA).

### NAVIGATION

1. Log into myUFL using your **GatorLink username** and **password**.
2. Navigate to **NavBar > Main Menu > My Account > My Roles**.

### VIEWING YOUR ROLES

1. **Scroll down** to view all roles assigned to you.
2. Click **Department Security Administrator List** to view the DSAs assigned to each department and their email address.

< Home

### My Roles

UFID: 55555555 GatorLink Username: agator  
Name: Gator, All

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[Department Security Administrator List](#)

You have the roles shown below:

Role Name	Description
UF_AP_REVIEWER	This is an end user role granting access to the Accounts Payable module to: * Add supporting documents to vouchers * View vendors This role will grant access to the myUF Payment Solutions module to: * Add annotations to images * Add supporting documents to invoices * Add notes to invoices * Route invoices to other users of the system * Route work to other users when out of office
UF_CS_USER	Universal role that allows user to sign-on
UF_EL_DEPT_TRAINING_ADMIN	This is an end user role granting access to the Training and Development module to: * Request training enrollment for department employees * View training summaries for department employees
UF_EMS_ALL_FACULTY_STAFF	This role provides university faculty and staff with access to the EMS Room Scheduling System to request and reserve space for events. The role is automatically assigned and can't be requested via the Access Request System (ARS).

### FOR ADDITIONAL ASSISTANCE

#### Technical Issues

The UF Computing Help Desk

352-392-HELP

[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)