

VIEWING YOUR SECURITY ROLES

You can view your assigned security roles in myUFL on the My Roles page. This page displays each of your security roles and a description of the functions available with that role.

To view your security roles, perform the following steps:

1. Click the **Menu** icon and then click **Main Menu**.
2. Click **My Account**.
3. Click **My Roles**. The My Roles page is displayed.

The columns in the list display the name of each role and a short description of the functions available with that role.

My Roles

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Access to the myUFL portal and university systems is based on the roles you are assigned. Roles determine what appears in the myUFL 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 using the following link:

[Department Security Administrator List](#)

You have the roles shown below:

Role Name	Description
UF_CS_USER	Universal role that allows user to sign-on
UF_EL_CORRECTION	Correct historical data in Enterprise Learning. Highly restricted to a few core office employees in Training and Organizational Development at Human Resource Services. (P5)
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_EL_TRAINING_ADMIN	This is a core office role granting access within the Enterprise Learning module to: * Correct courses and person profiles * Update program information * Update training resources * Update result tracking * Update student enrollments * Update content catalog * Run training reports
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).
UF_ENTITLE_HIPAA	This role is automatically assigned to users who have completed University of Florida HIPAA training and will be removed when their HIPAA training expires.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu