Overview

Use this instruction guide to learn about security roles for myUF Market. There are four security roles available. Each has its own set of requirements. Talk to your Department Security Administrator to request the appropriate role for your use.

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1. To shop but not process requisitions, use the **UF_N_MKT_Shopper** role. (This role is automatically given to all permanent staff and faculty.)
2. Non-permanent staff may request the role **UF_N_MKT_Shopper_Req.**
   a. Access myUF Market by navigating to http://my.ufl.edu/ and logging in with your Gatorlink username and password.
   b. Click **Nav bar > Main Menu > My Self Service > myUF Market** for UF_N_MKT_Shopper.
   c. Click **Nav bar > Main Menu > Financials > eProcurement > myUF Market** for UF_N_MKT_Shopper_Req (may only shop).

3. To shop and process requisitions, use the **UF_N_MKT_Requestor** role.
4. Training is required--take the class PST073 Intro to Procurement in myUF Market.
   a. Register for training in the myUFL system (http://my.ufl.edu), navigate to Nav Bar > Main Menu > My Self Service > Training and Development > Request Training Enrollment > Search by Course Number and enter PST073 (Introduction to Procurement in myUF Market).
   b. Access myUF Market by navigating to http://my.ufl.edu and logging in with your Gatorlink username and password.
   c. Navigate to **eProcurement > myUF Market.**

5. To shop and approve requisitions, use the UF_N_MKT_Financial Approver role.
6. Procurement Services review and approval of the role is required.
7. Financial Approvers are routed requisitions by 8-digit Dept ID.
   a. Access myUF Market by navigating to http://my.ufl.edu and logging in with your Gatorlink username and password.
   b. Navigate to **eProcurement > myUF Market.**

8. To receive items and research purchase orders in myUFL, use the **UF_PO_ePRO_Inquiry** role.
9. To review reports in Enterprise Reporting in myUFL, use the role **UF_ER_FI_Purchasing.**
10. All myUF Market roles allow researching requisitions and purchase orders in myUF Market.

For additional help e-mail procurement@ufl.edu or call the Procurement Services Help Desk at 392-1335.

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