UF | Training & Organizational Development
Human Resources
UNIVERSITY of FLORIDA

Certifying Security Roles

This guide is designed for Departmental Security Administrators (DSAs). To complete the process described below you must have the UF_SEC_REQUESTOR security role in myUFL. For a complete coverage of DSA-related content and skills, see the following online course: BRG900: Understanding Your DSA Role.

In this activity, you will practice the steps for how to certify a user's security roles and make changes to a user's roles prior to certification.

1. Login to **myUFL**
   - Open an internet browser
   - Navigate to my.ufl.edu
   - Click the Access myUFL button
   - Enter your GatorLink username and password
   - Click the Login button

2. Navigate through **Nav Bar** > **Main Menu** > **Access Request System**

3. Click the **Certify Roles** link.

4. Enter a valid **UF ID** number.

5. Click the **Search** button.

6. Once on the User Role Certification screen, you will want to review the user's roles carefully and determine if roles should be added, removed, or updated.

7. Scroll to the bottom of the screen.

8. **IMPORTANT:** Only click the **Certify roles** button if you have thoroughly reviewed the roles and determined that no changes are necessary. Let's assume for the remainder of this exercise that the user does need changes.

9. Click the **Change Roles** button.

10. Locate a role to change and click its **Requested Action** dropdown menu.

11. Click **Delete**.

12. Scroll to the bottom of the page.

13. Click the **Submit for Approval** button.

14. After you have clicked the Submit for Approval button, the Date Last Certified will be updated on all headers in ARS for this user.

You have now completed the steps for how to certify a user's security roles and make changes to a user's roles prior to certification.

If you need help with…
- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
- Security related issues, contact the Enterprise Systems Security Team at bridges-security@bridges.ufl.edu.