Deleting 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.

This activity will demonstrate the steps for deleting individual security roles or all security roles for a user.

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 Manage Requests link.

4. Enter a valid UF ID number and Oprid.

5. Click the Add button.

6. Scroll down the page and locate the Requested Action column.

7. Locate a role to delete and click its Requested Action dropdown menu.

8. Click Delete.

9. Scroll to the bottom of the page.

10. Click the Submit for Approval button. Role deletions are approved automatically within one business day.

11. Notice below you can also delete all roles for a user. Use this feature, for example, when an employee has been terminated or retires (or anytime a user must be stripped of all roles).
NOTE: Using this feature will not impact the user’s ability to use the myUFL portal and self-service features, which are tied to "Basic" roles.

Proceed with use caution when using this function.

You have now completed the steps for deleting security roles.

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.