

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.

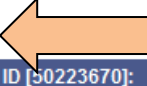
This activity will demonstrate the steps for deleting individual security roles or all security roles for a user.

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.

In compliance with the [UF IT Data Security Standard](#) policy, Department Security Administrators must review an individual's security roles each time a change is made. By clicking the Submit for Approval button for this role request, you are certifying that you have reviewed, for accuracy and [segregation of duties](#), all security roles for this individual.

Delete All Roles 

Current Roles for UF ID [50223670]: First 1-20 of 20 Last

	Security Type	Role Name	Authority Area	Oprid	Business Unit	Last Updated
1	Enterprise Reporting	UF_ER_FI_LEDGER_DEPT		50223670	UFLOR	06/15/2010 3:07PM

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.