

Handling Conflicting 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 submitting a role request that includes conflicting roles.

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 to the bottom of the page.
7. Click the **Plus sign** button to add a new row.
8. Click the **Look up** button.
9. Enter a valid value into the **Role Name** field (e.g. "**UF_AP**").
10. Click the **Look Up** button.
11. Click the **UF_AP_VOUCHER_PROCESSOR** link.
12. Click the **Plus sign** button to add a new row.

13. Click the **Look up** button.
14. Enter a valid value into the **Role Name** field (e.g. "**UF_AP**").
15. Click the **Look Up** button.
16. Click the **UF_AP_APPROVER** link.
17. Click the **Submit for Approval** button. The Request Role Authorization Conflicts screen will appear. This indicates that the two roles conflict with one another.
18. If it is possible to segregate these duties, click the **Change Request** button, remove one of the conflicting roles, and then submit the request. If submitting conflicting roles is necessary, you must enter a **Requester Conflict Comment**. **This is required.**
19. For this example, type the following into the **Requester Conflict Comment** field: "**Only one office clerk available.**"
20. Click the **Confirm Request Conflicts** button.
21. Scroll to the bottom on the screen.
22. Click the **Submit for Approval** button.

You have now completed the steps for submitting a role request that includes conflicting 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.