
Requesting Grants DeptID Security

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 simulation, you will complete the steps for requesting Grants DeptID Security: the only remaining financial setup as a result of the 9.1 Financial Systems upgrade.

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 > Requests > Security Setups**
3. Click the **Grants Security** link.
4. Enter a valid UF ID number into the **User ID** field.
5. Click the **Search** button.

NOTE: If a user has no Grants Security in place, the **Effective Date of Tree** field will default to the first day of the current fiscal year. If a user already has Grants Security established, it might be the case that this field will show an effective date that occurred in the past. If this is the case, you will need to update this field manually to the latest date available. Steps 7 and 8 explain how to update the date if necessary.

6. Click the **Look up Effective Date of Tree** button.
7. On the screen that appears, you are provided with various effective dates. You will need to click the latest date available.
8. Enter a valid 8-digit DeptID into the **Department** field.
9. Click the **Add button** to create a new row. **NOTE:** You can also add multiple blank rows by clicking the **add button** repeatedly.
10. Enter another valid 8-digit DeptID into the **Department** field.
11. Click the **Save** button.

You have now completed the steps for requesting Grants DeptID Security: the only remaining financial setup as a result of the 9.1 Financial Systems upgrade.

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 [.IT-ES Security](#).