
Requesting Academic Activities Reporting 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.

The following role for the Academic Activities Reporting application requires department setup:

- UF_SA_AAR_COORDINATOR

This instruction guide will provide the basic steps for requesting Academic Activities Reporting Security.

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 **AAR Security by Academic Org** link.

4. Enter a valid UF ID number into the **User ID** field.

5. Click the **Search** button.

6. Enter all or part of an eight-digit Academic Org into the **Acad Org** field.

Reminder: The Academic Org tree will allow you to specify higher level Academic Org values to represent many values within an area. Example: You could enter 69000000 as a single row to represent all Academic Orgs within the span such as 69010000, 69020000, 69030000, etc. Using the higher level tree nodes can drastically reduce the number of rows you must add for an individual.

7. Click the **Add a new row** button.

8. To add another Academic Org, enter all or part of an eight-digit Academic Org into the **Acad Org** field.

9. Click the **Save** button.

In this instruction guide, you completed the basic steps for requesting Academic Activities Reporting Security.

Reminder: The following roles for the Academic Activities Reporting application require department setup:

- UF_SA_AAR_COORDINATOR

If you need help with...

- Technical issues, contact the UF Help Desk at (352) 392-HELP or helpdesk@ufl.edu
- Security related issues, contact the Enterprise Systems Security Team at [.IT-ES Security](#).