

## Assigning a Temporary Approver for myUFL Transactions

Follow these steps to select an alternate approver for your myUFL transactions.

### 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

Navigation: **NavBar > Main Menu > Financials > My System Profile**

The screenshot shows the 'General Profile Information' page in myUFL. The 'Alternate User' section is highlighted with a red box. It contains the following fields and options:

- Alternate User ID:** A text input field with a search icon.
- From Date:** A date picker field with an example of 12/31/2000.
- To Date:** A date picker field with an example of 12/31/2000.

Below the 'Alternate User' section are the following sections:

- Workflow Attributes:** Includes checkboxes for 'Email User' and 'Worklist User'.
- Miscellaneous User Links:** A section for managing user links.
- Email:** A table for managing email accounts with columns for 'Primary Email Account', 'Email Type', and 'Email Address'.
- IM Information:** A table for managing instant messaging information with columns for 'Protocol', 'XMPP Domain', 'UserID', and 'Password'.

A 'Save' button is located at the bottom left of the page.

### Alternate User

- The Alternate User must have the UF\_EX\_MANAGER security role.
- Search for or select **Alternate User ID**.
- Complete the **From Date** with the date you want the alternate approver to begin.
- Complete the **To Date** with the last day you want authorize the alternate approver.
- Click **Save**.

If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
- Policies and Directives, contact the Travel Office at 392-1245