

## 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: **Nav Bar > Main Menu > Financials > My System Profile**

**General Profile Information**

Travel - Approver

Password

Change password

Change or set up forgotten password help

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code: USD

Default Mobile Page

**Alternate User**

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date (example: 12/31/2000)

To Date (example: 12/31/2000)

Workflow Attributes

Email User  Worklist User

Miscellaneous User Links

Email

Primary Email Account	Email Type	Email Address

IM Information

Protocol	XMPP Domain	UserID	Password
XMPP			

Save

### 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 392-1241