

The employee who wishes to delegate entry authority must navigate to **Delegate Entry Authority** and use the **Authorized Users** screen to designate others to complete travel transactions on his or her behalf. To complete this task, you must have the UF\_EX\_EMPLOYEE security role. To learn more, consider taking PST930 Travel and Expense.

If you do not have the UF\_EX\_EMPLOYEE security role and would like to Authorize Users to designate others to complete travel transaction on your behalf, please contact the Travel Office at 392-1245.

Follow these steps to use myUFL to designate others as authorized users and delete authorized users.

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 to: **NavBar > Main Menu > My Self Service > Travel & Expense > User Preferences.**
3. Click the **Delegate Entry Authority** link.
4. Click the **Look up** button to search for an individual.

*Authorized User ID	Name
TOD_EX_Originator	TBD, Faculty

- When looking up an individual, there are two options for searching:
    - User ID (UFID)
      - Enter the UFID into the **begins with** field.
      - Click the **Look Up** button.
    - Description (name)
      - Enter the last name into the **begins with** field.
      - Click the **Look Up** button.
5. Select the individual to whom you want to delegate the authority.
  6. To add additional individuals, click the **Add a new row** button and repeat the search.
  7. Click the **Save** and **OK** buttons to confirm and complete the transaction.
- To delete an authorized user:
1. Click the **Delete row** button.
  2. Click the **OK** button.
  3. Click the **Save** and **OK** buttons to confirm and complete the transaction.

If you need assistance 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