

ACT AS A DELEGATE APPROVER

Delegate Approvers can act on behalf of financial approvers or supervisors to approve travel requests and types of expense reports. To do so, a user must complete UGO200 – UF GO: What Approvers Need to Know and request the approver role **UF_N_TPS_Approver** through their unit’s DSA.

NAVIGATION

Access UF GO via **ONE.UF**, **myUFL**, or the **SAP Concur mobile app**

- **ONE.UF**: Log in to <https://one.ufl.edu> > Select **UF GO** under the Faculty/Staff section.
- **myUFL**: my.ufl.edu > My Self Service > **UF GO Travel and PCard**

LOGGING IN

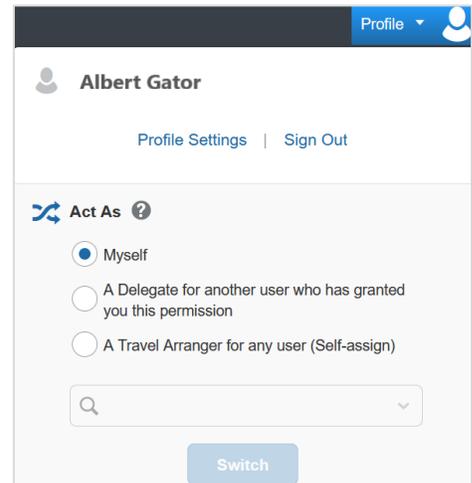
1. Enter gatorlink@ufl.edu and click **Next**
2. Click **Sign in with University of Florida SSO**
3. Enter **UF gatorlink** and **password**

Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip.

ACT AS A DELEGATE

STEPS

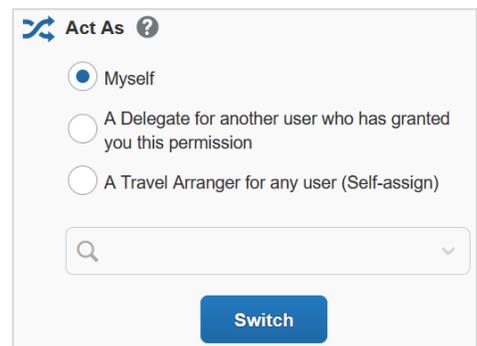
1. Click the **Profile** drop-down button in the upper right-hand corner of the dashboard
2. Select the **A Delegate for another user who has granted you this permission** option
3. Search for the person on whose behalf you want to act by entering their last name, UFID, or email address and selecting the appropriate user from the list
4. Click on the **Switch** button
You are now acting as a delegate for the selected user and can prepare requests/reports, and/or book travel
5. Repeat as needed



END DELEGATE SESSION

1. Click the **Profile** button and then click the **Switch** button

Tip! When accessing a user’s account as a delegate, verify that “Acting as” replaces “Profile” in the upper right-hand corner.



FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu

Travel Policies and Directives

Travel Office

352-392-1241

travel@ufl.edu

PCard Policies & Questions

PCard Team

352-392-1331

pcard@ufl.edu