



Bridges Advisory # 120

September 22, 2006

The University of Florida is committed to keeping you informed as we continue our transition to the new myUFL systems. For more information about the Bridges Advisories, or to read past issues, please visit www.bridges.ufl.edu/advisory.

**PLEASE READ THIS EMAIL (OR SHARE WITH THOSE WHO DO NOT HAVE A COMPUTER)
EACH WEEK TO STAY INFORMED DURING THE TRANSITION.**

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Recent Enhancements to the Access Request System. Over the past few months, Bridges has implemented several enhancements to the Access Request System (ARS).

Department Security Administrators (DSAs) now receive an email notification whenever an individual needs to have their security roles reviewed and certified. To comply with university policy, employees must be certified at least every 12 months and non-UF employees every six months.

Much effort has focused on streamlining the role approval process. All roles are now assigned to a designated approver group (e.g., Purchasing, Human Resources, Directory, etc.). Each approver group has a primary approver and a backup approver. The approvers attended a one-hour information session that covered the mechanics of approving roles in ARS as well as the University's internal control policies and practices.

All approvers within the group receive an email message at the time the DSA submits a role request. As a result, DSAs are seeing a quicker turnaround for role requests. Other improvements were made to the Approve Requests pages that enable approvers to more accurately evaluate and process a role request.

Other recent enhancements, including several added on Friday, 9/15, include:

- DSAs will no longer have to check to see if the user has met the training requirement for a role. When a role that requires training is requested, the application will check to see if the user has completed the appropriate course. If not, a message will be displayed to the DSA informing them that the role can't be requested until the required training has been completed.
- DSAs can now search by DeptID on the Certify Roles and View Current User Roles pages.
- DSAs can use the Delete All Roles check box and hit the Submit button without the extra steps required in the past. Also, a warning message will appear to the DSA so they may double-check that this action is valid.
- DSAs will no longer be able to add or update obsolete roles.
- The Update action when making a request will only appear for active, non-PeopleSoft roles that require an Authority Area.
- DSAs will no longer need to select a Security Type (i.e., PeopleSoft, Legacy) prior to selecting a role from the drop-down list.
- Enterprise Reporting will be listed as Reporting roles and Legacy roles will now be classified as non-PeopleSoft roles. For reporting roles, this only applies to requests made from this time forward.
- On the Certify Roles, Manage Requests, Approve Requests and Implement Requests pages, the DSA's name will appear alongside the Last Certified UFID in the header.
- On View Current User Roles, the user information in the header will be current and updated from the Directory.

Other changes were made that are not visible to DSAs but will allow ARS and the Bridges Security team to work more effectively and efficiently. We are working on more improvements for DSAs, including the ability to view a list of DSAs who are able to take action on a particular user. Work continues on improving and expanding the reports available to DSAs.

Instruction Guide. Instruction guides are available on the Bridges Web site at: (<http://www.erp.ufl.edu/training/instruction-guides.html>)

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- For frequent updates about the project, subscribe to the UF Bridges pagelet on the [myUFL portal](http://my.ufl.edu) <<http://my.ufl.edu>>. For a quick tutorial on how to use myUFL, please sign on to the portal and click on Help > How to Use myUFL.
- For more information about myUFL systems, visit the [Bridges Web site](http://www.bridges.ufl.edu) <<http://www.bridges.ufl.edu>>.
- For help or support in using the new systems, including the portal, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.