



Bridges Advisory #64

June 17, 2005

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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MANDATORY DSA TRAINING. An additional session has been added for the mandatory DSA training class. The session will be held in C2-33 in the HSC Communicore building on **Wednesday, June 22 at 9:30 am - 11:30 am**. Anyone who is currently serving as a DSA—or anyone who plans to be assigned the DSA security role in the near future—and has not yet attended training, should [register](#) for "Understanding Your Role as a Department Security Administrator."

Note to Jacksonville participants: This session is being broadcast remotely to Jacksonville employees. No registration is required. You may see this live session in Room 4003 at the Jacksonville Clinical Center at the day and time listed above.

The [presentation](#) and [handout](#) for the DSA course is available on the Bridges Web site > Services > Security > Classes and Web Tutorials.

PURCHASING: DEADLINE HAS PASSED FOR SUBMITTING CHANGE ORDERS ON OUTSTANDING ENCUMBRANCES. The year-end deadline for submitting change orders on outstanding encumbrances was Friday, June 10 (as noted in the May 9 [DDD memo](#) from University Controller Mike McKee and [Bridges Advisory #59](#)). Purchasing has continued to receive change orders and is now backlogged with the volume. Purchasing will not be able to process all the change orders received after June 10. Please do not send any more change orders as we are unable to process them. Thank you for your understanding.

STATE PURCHASING SYSTEM REQUIRES DEPARTMENT VENDOR REGISTRATION.

MyFloridaMarketPlace is the State of Florida's eProcurement system. This system is designed to streamline interactions between vendors and state government entities that purchase goods and services. Any vendor that wants to provide goods or services to the State must register in the Vendor Registration System.

As of June 13, all UF vendors have been removed from the system and one main account with multiple locations has been established. Purchasing and Disbursement Services will now be adding UF departments to the MyFloridaMarketPlace Web site at marketplace.myflorida.com.

If your department interacts with State of Florida agencies and needs to be established as a vendor, send a request to addvendor@ufl.edu with the following information: 1) Contact Name; 2) Contact Title;

3) Contact Phone; 4) Contact Fax; 5) Contact email; 6) Department Name; 7) Department Shipping Address; 8) Department Billing Address; 9) Method to receive Purchase Orders (by fax or email).

If you have any questions, please contact Pam Woods at 392-1241, extension 306.

DEPARTMENT SECURITY ADMINISTRATORS: REMEMBER TO USE WILDCARD OR DEPTID WHEN REQUESTING UF DIRECTORY SECURITY ROLES. As of April 18, DSAs have been required to use the DeptID instead of the Auth Code when requesting security roles. The request will be denied if the "Authority Area" in ARS is left blank.

Further, please use the highest level of the DeptID in the PeopleSoft department tree structure. For example, if 63100000 is requested, the Directory Coordinator will have access to departments 63100000, 63100100, 63100200, etc.

For the role of UF_N_DIR_BROWSE_DEMOG_INFO, please use the wildcard of 'ALL' if UF_N_DIR_RELATE_PERSON or UF_N_DIR_ADD_PERSON is also requested; otherwise, the DeptID is required.

A complete list of all Directory Coordinator roles is available on the Bridges Web site > Services > Security > End User Roles > Directory <<http://www.bridges.ufl.edu/security/roles.html#enddirectory>>.

NEW INSTRUCTION GUIDES. One new instruction guide is available this week for the following services:

- Enterprise Reporting > Delivered Reports - Bursted (Updated)

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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.