

[Adding an Individual to the UF Directory]

Adding an individual to the UF Directory creates a UFID number. To add an individual to the UF Directory, a Directory Coordinator needs access to Manage Directory Information with the following roles: UF_N_DIR_ADD_PERSON, UF_N_DIR_BROWSE_DEMOG_INFO, UF_N_DIR_MAINT_DEMOGRAPH_INFO, UF_N_DIR_RELATE_PERSON

To add an individual to the UF Directory:

- ▶ Log on to myUFL using your GatorLink username and password (<http://my.ufl.edu>)
- ▶ Navigate to Quick Links > Admin Menu > Manage Directory Information
- ▶ Press the **Look Up Person** button to search the UF Directory by name to see if he or she already has a UFID
- ▶ If you are sure the individual is not in the Directory, continue
 - ▶ Select **Add Person** from the menu
 - ▶ Enter your organization's 8-digit **Department ID** (e.g. 69010000)
 - ▶ Enter the **First Name** of the person you are adding
 - ▶ Enter the **Middle Name** of the person you are adding
 - ▶ Enter the **Last Name** of the person you are adding
 - ▶ Enter the **Working Title** of the person
 - ▶ Select the **Type of Relationship** this person will have with your organization
 - ▶ This is optional and can be done using the **Relate Person** function also. However, if you select a relationship here, you must enter the organization's 8-digit **Department ID** in the next field
 - ▶ Enter the **SSN**
 - ▶ To enter an individual you must have the SSN **or** the DOB
 - ▶ Drop down the month, date and year menus to select the **Date of Birth**
 - ▶ Enter the information that you have for the next several fields
- ▶ Press the **Submit** button

NOTE: Do NOT create a new entry in the Directory until you have searched for the individual in the Directory