

# [Requesting myUF Market Security Roles]

Use this instruction guide to learn about security roles for myUF Market. There are four security roles available. Each has its own set of requirements. Talk to your Department Security Administrator to request the appropriate role for your use.

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- ▶ To shop but not process requisitions, use the **UF\_N\_MKT\_Shopper** role
  - ▶ This role is automatically given to all permanent staff and faculty
  - ▶ Non permanent staff may request the role **UF\_N\_MKT\_Shopper\_Req**
    - Access myUF Market by navigating to <http://my.ufl.edu> and logging in with your Gatorlink username and password
    - **My Self Service > myUF Market** for UF\_N\_MKT\_Shopper
    - **eProcurement > myUF Market** for UF\_N\_MKT\_Shopper\_Req (may only shop)
  
- ▶ To shop and process requisitions, use the **UF\_N\_MKT\_Requestor** role
  - ▶ Training is required – take the class PST073 Intro to Purchasing in myUF Market
    - Register for training in the myUFL system (<http://my.ufl.edu>), navigate to My Self Service > Training and Development > Request Training Enrollment > Search by Course Number and enter PST073 (Introduction to Purchasing in myUF Market)
    - Access myUF Market by navigating to <http://my.ufl.edu> and logging in with your Gatorlink username and password
    - **eProcurement > myUF Market**
  
- ▶ To shop and approve requisitions, use the **UF\_N\_MKT\_Financial Approver** role
  - ▶ Purchasing Services review and approval of the role is required
  - ▶ Financial Approvers are routed requisitions by 8-digit Dept ID
  - ▶ In July, a form will be required listing the Dept IDs routing to the Financial Approver. The form will be on the myUF Market webpage.
    - Access myUF Market by navigating to <http://my.ufl.edu> and logging in with your Gatorlink username and password
    - **eProcurement > myUF Market**
  
- ▶ To receive items and research purchase orders in myUFL, use the **UF\_PO\_ePRO\_Inquiry** role
  
- ▶ To review reports in Enterprise Reporting in myUFL, use the role **UF\_ER\_FI\_Purchasing**
  
- ▶ All myUF Market roles allow researching requisitions and purchase orders in myUF Market

**Note:** The following roles will become obsolete:

- UF\_PO\_Initiator
- UF\_PO\_Department\_Approver
- UF\_WF\_PO\_Initiator
- UF\_WF\_PO\_Department\_Approver

For additional help e-mail [myufmarket@ufl.edu](mailto:myufmarket@ufl.edu) or call Purchasing Services at 392-1331.

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