

Managing Network Managed By Affiliations

Log into my.ufl.edu and open the "Quick Links" menu then click the "Admin Menu" (this will open a new window)

The screenshot shows the myUFL website interface in a Windows Internet Explorer browser window. The address bar displays the URL: <http://my.ufl.edu/psp/ps/EMPLOYEE/EMPL/h/?tab=DEFAULT>. The page features the myUFL logo and a search bar. Below the logo, there are navigation tabs for "Top Page", "Staff Page", and "Custom Page". The main content area is divided into three columns:

- myUFL Menu:** A list of links including "My Account", "My Self Service", "Calendars", "Help", "Local Interest", "Quick Links" (with sub-links like "ISIS Admin", "Admin Menu", "Bridges", etc.), "Search", "Accounts Payable", "Bridges Transition", "Commitment Control", "EProcurement", "General Ledger", "Grants", "Manager Self Service", "Purchasing", "Set Up Financials/Supply Chain", and "Travel and Expenses".
- Staff News:** A news item titled "Register today for the Pro3 Series - a new training designed for UF's administrative employees". The text describes a new training series for administrative employees, focusing on fiscal-related administrative functions.
- UF News:** A news item titled "Staffers benefit from room design study finds". The text mentions that the study finds that intensive care with single-f... only increases... also boost s... reduce stres... University of...

At the bottom right of the page, there is a "Trusted sites" indicator with a green checkmark.

Administrative Applications Menu - Windows Internet Explorer

https://was.isadmin.ufl.edu/webapp/baiq1amnutHome

File Edit View Favorites Tools Help

Google G Go Bookmarks >>

Administrative Applications Menu

MyUF Menu **Administrative Applications Menu** **UNIVERSITY OF FLORIDA**

OTHER LINKS

- Registrar
- Purchasing
- Academics
- Personnel
- Finance & Accounting
- Business Services

INFORMATION

- Gatorlink
- NERDC
- Browsers

Administrative Services

- [TRANSLATE SSN WITH DOB TO UFID](#)

Directory

- [MANAGE DIRECTORY INFORMATION](#)

My Self Service

- [APPLY FOR NON-EXEMPT JOBS](#)
- [DISPLAY MY UFID](#)
- [REGISTER FOR PURCHASING CARD](#)
- [REVIEW MY EMPLOYMENT INFO](#)
- [REVIEW MY HILB, ROGAL AND HAMILTON TERM LIFE INFO](#)
- [REVIEW MY PAY WARRANTS](#)
- [UPDATE MY GATORDEX PROFILE](#)

Payroll

- Payroll Cost Allocation**
- [REVIEW COST TRANSFER REQUEST](#)

Personnel

- Employment/Compliance Reporting**
- [PREPARE EXEMPT OR TEAMS ONLY PFA](#)

Trusted sites

Click the "Manage Directory Information" Link (this will bring up your record, type in the UFID at the top for the user you want to modify)

Manage Directory Information - Windows Internet Explorer

https://was.isadmin.ufl.edu/webapp/baiudufadtHome

File Edit View Favorites Tools Help

Google G Go Bookmarks

Manage Directory Information

1234-1234

[Home](#)

[Browse Profile](#)

[Relate Person](#)

[Browse Events](#)

[Search Person](#)

[Search Person by SSN](#)

[Search Department ID](#)

1. Enter UFID Or

2. Click the button below

| | |
|---------------------------|-------------------------------|
| Name | Primary Affiliation |
| KANOFSKY, MICHAEL L | Staff |
| Department ID | This Record is |
| 14303020 | Not Protected and Not Secured |
| UFID | Directory Status |
| | Active |
| SSN | Birth Date |
| | |
| Gender | Ethnicity |
| Male | White non-Hispanic |
| Working Title | Preferred Language |
| UF Active Directory Team. | English |

Current Relationships

| Relationship Type | Related to Department ID(UFID) | Related To Name |
|--------------------|--------------------------------|-----------------|
| Former Student | ST010000 (8S46-Z042) | REGISTRAR S |
| Network Managed By | 69010000 (V3ED-AGYE) | BR-BRIDGES- |
| TEAMS Employee | 14303020 (CVXC-EGDT) | IT-CNS SA OF |

Trusted s

To Modify the NMB affiliation click the "Relate Person" link on the Left hand menu



Manage Directory Information: *Relate Person*

[Home](#)

1. Select the affiliation

Network Managed By

2. Enter Department ID to relate

3. Press the Submit button to complete the affiliation

Current Relationships

| Relationship Type | Related to Department ID(UFID) | Related to Department |
|--------------------|--------------------------------|--------------------------|
| Former Student | ST010000 (8S46-Z042) | REGISTRAR STUDENTS |
| Network Managed By | 69010000 (V3ED-AGYE) | BR-BRIDGES-GENERAL ADMIN |
| TEAMS Employee | 14303020 (CVXC-EGDT) | IT-CNS SA OPEN SYSTEMS G |

Name Primary Affiliation

KANOFSKY, MICHAEL L Staff

UFID Directory Status

Active

SSN Birth Date

Gender Ethnicity

To add a NMB relationship chose "Network Managed By" from the "Select the affiliation" dropdown box and type in the Department ID that you want the user to be in (you can lookup the department ID if you are not sure.) Also if you want to remove a NMB affiliation which will move the user into the Other OU you can simply Remove the NMB affiliation (you can only do this for users that your department "owns").