Passing a Silver Profile

This guide is designed for Registration Authorities (RAs). To complete the process described below, you must have the following security roles:

- UF_PA_IDM_PRIMARY or UF_PA_IDM_COORDINATOR
- UF_IDM_PROOFING_RA

For a complete coverage of RA-related content and skills, see the following online course: BRG600: Identity Proofing.

In this activity, you will practice the steps to grant a Silver profile to an individual.

Login to **myUFL**
- Open an internet browser
- Navigate to my.ufl.edu
- Click the Access myUFL button
- Enter your GatorLink username and password
- Click the Login button

Navigate to the following area in myUFL: **Main Menu > Identity Access Management > Identity Management > Identity Credential Proofing**

1. Click in the **UFID** field. Enter a valid UFID.
2. Click the **Search** button.
3. Review all data on the screen to check for accuracy. Key question: Does this individual have the required data attributes to obtain a Silver Profile? Check out the Identity Assurance Profiles instruction guide for assistance: [http://www.hr.ufl.edu/training/myUFL/instructionguides/data_attributes_and_affiliations_IAPs.pdf](http://www.hr.ufl.edu/training/myUFL/instructionguides/data_attributes_and_affiliations_IAPs.pdf).

In this example, the employee does have the required data attributes.

[Image of UFID with details]
4. Review the **Current Relationships** section of the screen. Key question: Does this individual have an appropriate UF Directory Affiliation to achieve a Silver profile? In this case, the employee does.

<table>
<thead>
<tr>
<th>Affiliation Type</th>
<th>Related to Department ID(UFID)</th>
<th>Related To Name</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Former Student</td>
<td>ST010000 (8S46Z042)</td>
<td>REGISTRAR STUDENTS</td>
<td></td>
</tr>
<tr>
<td>TEAMS Employee</td>
<td>14800000 (4NETDGGF)</td>
<td>IT - ENTERPRISE SYSTEMS</td>
<td></td>
</tr>
</tbody>
</table>

5. Next complete the **Identity Proofing** section of the screen. For this activity, let's assume the individual has brought a valid Florida driver’s license and a Shands ID.

6. Click the **Identification Type 1** list.

7. Click the **Driver License** list item.

8. Click in the **Country** field.

9. In this example, enter "US".

10. Click the **State/Province** list.

11. Click the **Florida** list item.

12. Click the **Identification Type 2** list.

13. Click the **Shands ID** list item.

14. Scroll down the page.

15. Enter a comment in the Proofing Notes section. In this example, the individual has met all requirements to achieve a Silver Profile. Enter the following: "**Proofed via face-to-face meeting.**"

16. Click the **Proof** button.

17. Click the **Return to Search** button.

In this activity, you practiced the steps to grant a Silver profile to an individual. If you need help with technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.

© Training and Organizational Development, Office of Human Resource Services, University of Florida, Gainesville, FL 32611