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 Last Name of the person you are adding
  - Enter the Middle 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.