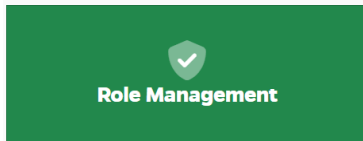


## GATORONE ID - Managing Authorizer and Fiscal Roles

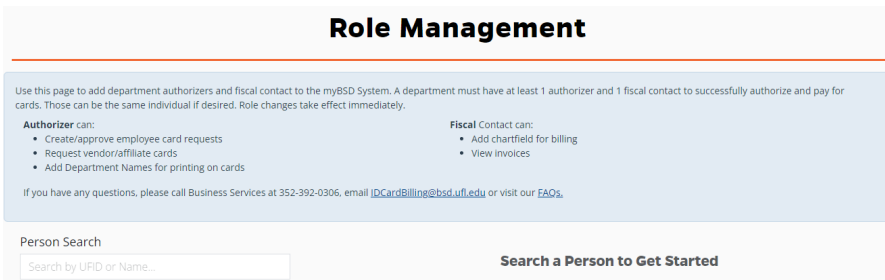
\*\*\*Authorizer and Fiscal roles are no longer added in PeopleSoft. Instead they are assigned/removed by the Department Security Administrator (DSA) directly in the [myBSD portal](#).

The Authorizer role allows you to create/approve **GATORONE** card requests, request vendor/affiliate cards and add department names for printing on cards. The Fiscal role allows you to add chartfields for billing and view invoices.

1. Go to the [myBSD portal](#) and select the box labeled, “Role Management.” Only the DSA can see this option.

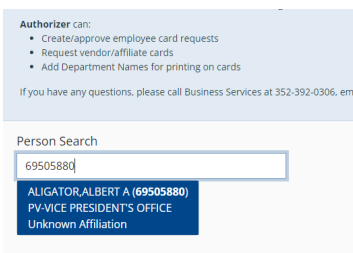


The below screen will open.



2. Under “Person Search,” enter the UFID or the name for whom you are assigning/editing the role(s). (Remember, do not press Enter after typing the UFID or name, rather wait for the name to populate below the text box.)

Select the name in the dark blue box when it appears.



3. After the person is selected, you will have an option to add the authority area for each role. In the appropriate box (either Authorizer or Fiscal), click the green “Add Dept +”, and search for the Department by typing in the department name or the 8-digit departmental code.

### Note:

- 29000000 – gives access to any department starting with 29
- 29010000 – gives access to any department starting with 2901

- 29011000 – give access to only this department

The screenshot shows two panels: **Authorizer** and **Fiscal**. The **Authorizer** panel has a "Department Search" input field containing "business se". To the right of the input are a green checkmark icon and a red 'x' icon. Below the input, a dropdown menu is open, showing three options: "55120000 - LB- BUSINESS SERV/GRANT ADM" (highlighted in blue), "68000000 - BUSINESS SERVICES", and "68020000 - BS- BUSINESS SERVICES-ADMIN". The **Fiscal** panel contains an "Add Dept +" button.

4. Click the green ✓ to add the role. The role will be effective immediately.

The screenshot shows the **Authorizer** and **Fiscal** panels. On the left, a "Person Search" input field contains "ALIGATOR,ALBERT A". The **Authorizer** panel now displays "68000000 BUSINESS SERVICES" with a red trash can icon to its right. Below this, there is an "Add Dept +" button. The **Fiscal** panel remains the same with an "Add Dept +" button.

5. To remove the role, click the red trash can. The role will be removed immediately.