# GATOR*ONE* 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 **GATOR*ONE*** 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.
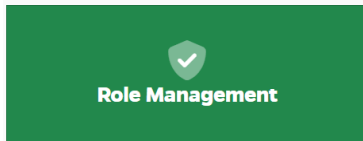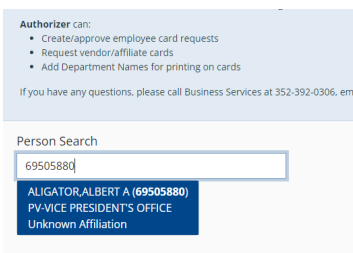

    The below screen will open.
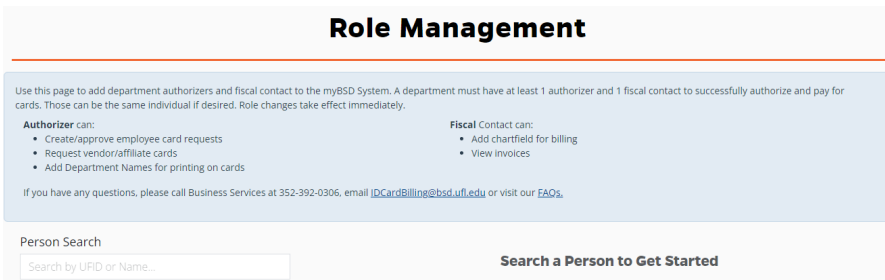
2. Under "Person Search," enter the UFID or the name for whom you are assigning/editing the role(s). (Remember, do not press Enter after typing the UFID or name, rather wait for the name to populate below the text box.)

    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.

    <u>Note</u>:

    - 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

Authorizer

Department Search

| business se | ✓ | ✕ |

55120000 - LB-**BUSINESS SE**RV/GRANT ADM
68000000 - **BUSINESS SE**RVICES
68020000 - BS-**BUSINESS SE**RVICES-ADMIN

Fiscal

Add Dept +

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

Person Search

ALIGATOR,ALBERT A

Authorizer

68000000 BUSINESS SERVICES 🗑

Add Dept +

Fiscal

Add Dept +

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