

# 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.



Role  
Management

The below screen will open.

### Role Management

Use this page to add department authorizers and fiscal contact to the myBSD System. A department must have at least 1 authorizer and 1 fiscal contact to successfully authorize and pay for cards. Those can be the same individual if desired. Role changes take effect immediately.

**Authorizer can:**

- Create/approve employee card requests
- Request vendor/affiliate cards
- Add Department Names for printing on cards

**Fiscal Contact can:**

- Add chartfield for billing
- View invoices

If you have any questions, please call Business Services at 352-392-0306, email [IDCardBilling@bsd.ufl.edu](mailto:IDCardBilling@bsd.ufl.edu) or visit our [EADs](#).

Person Search

**Search a Person to Get Started**

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.

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Person Search

**ALIGATOR,ALBERT A (69505880)**  
PV-VICE PRESIDENT'S OFFICE  
Unknown Affiliation

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

**Authorizer**

Department Search

business se

55120000 - LB-BUSINESS SERV/GRANT ADM

68000000 - BUSINESS SERVICES

68020000 - BS-BUSINESS SERVICES-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.