

# Need Roles?

The Department Security Administrators/DSA and your supervisor should work together so you have the necessary roles for your position. The DSAs in TNT are Barbara Bennett and SiseneG Midget.

The supervisor or their Admin Support should send an email to [TNT-HR@mail.ufl.edu](mailto:TNT-HR@mail.ufl.edu) to request the role(s). The email should include the employee's UFID, role name(s), and justification of how the role supports job requirements.

Some roles require online trainings before the DSA can request the role. If a training is required for a role you will be notified.

## Tips for Supervisors

Supervisors should work alongside the TNT-Human Resources/DSA to know which roles to request. A good practice is to contact the DSA before the previous person leaves so they can provide you with a list and description of roles the previous person in the position had. This will be a starting point to know what roles are necessary for the position.

Also, visit the [End & Cores User Roles](#) page to view a list of active security roles that can be requested by the DSA, grouped by service category.

Basic roles are assigned systematically based on the individuals relationships defined in the UF Directory. DSAs do not assign these roles. Visit the [Basic Roles page](#) to view the basic role descriptions.

Align training with job-related tasks:

- Start new hire with required trainings, such as Maintaining a Safe and Respectful Campus, HIPAA, etc.
- Prioritize training for work-related system(s) access
- Intersperse training with job-related tasks
- Spread the training out over several weeks

