

# [Request an Asset Decal in myAssets]

Use this instruction guide to request a decal for one or more assets in your department. Only Property Custodians, Alternate Custodians, Contacts or Alternate Contacts for your department may use UF's new online property management system, **myAssets**, at **<https://myassets.ufl.edu>**

Submit this request when a replacement decal is needed for an asset in your department. After approval, Asset Management will print a new decal and send it to replace the old one.

The system will route your request to Asset Management, who will process the request, print and mail, or deliver the requested decals.

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- ▶ Log on to **<https://myassets.fa.ufl.edu>** using your GatorLink username and password
  - ▶ In the Dept Asset Administration menu, Requests section,
    - ▶ Click the Request Asset Decal link
    - ▶ A screen will appear with your name, phone number and Business Mailing Address
      - Off campus IFAS locations need to enter their mailing address in the Reason for Duplicate Decal Request box
    - ▶ Enter the Tag number of the asset that needs the duplicate decal
      - The Description field will autopopulate with the description of the asset!
    - ▶ Enter the reason for the request in the Reason for Duplicate Decal Request
      - This is required!
    - ▶ Click the Submit Request link to submit
  - ▶ Upon submitting the request,
    - ▶ The contact or custodian will receive a confirmation e-mail
  - ▶ To track the status of the request,
    - ▶ Click the My Requests link on the Dept Asset Administration menu, Tools section
    - ▶ Click the Decal Requests link to check on the status
      - It should display the number of requests in the queue
    - ▶ The system then displays each request for Duplicate Decal submitted
      - Request Date
      - Decal
      - Reason
      - Status
    - ▶ If needed, click the Remove button on the right-hand side to remove from queue
      - Once Asset Management completes processing the request, it is removed from the queue
  - ▶ Once Asset Management receives this request,
    - It is approved
    - A decal is printed for the asset
    - An e-mail is sent to the requester that the decal has been printed and how the decal will be delivered
    - Decals printed for IFAS, Star Departments and off campus locations will be mailed, all other decals will be brought and placed by Asset Management

For further assistance contact the University Asset Management Office at 392-2556.