

# [ Request New Custodian or Contact in myAssets ]

Use this instruction guide to request a change to the current Property Custodian, Alternate Custodian, Contact or Alternate Contact for your department using UF's new property management system, **myAssets**. The system will route your request to department approvers when needed, then to Asset Management, who will process the request and update myUFL with the new information. Property Contacts and Alternate Contacts must be full-time employees. Property Custodians must be full-time Exempt employees.

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- ▶ Log on to **<https://myassets.fa.ufl.edu>** using your GatorLink username and password
- ▶ In the Dept Asset Administration menu, in the **Requests** section,
  - ▶ Click the Request New Contact/Custodian link
- ▶ Select the appropriate new role using the dropdown
  - ▶ Enter the new individual's UFID
    - ▶ The system will display the individual's information
    - ▶ Verify that it is correct – if it is not correct, ask the person to update their information by logging into myUFL at **<http://my.ufl.edu>**, then My Account > Update My Directory Profile while you continue to process the request
    - ▶ If you get a red flag warning that the individual is already listed as Contact or Property Custodian continue the request
- ▶ If this person **is replacing** an existing contact or custodian,
  - ▶ Select the **Yes** option
  - ▶ Select the name of the contact being replaced from the dropdown list
  - ▶ Select the Dept ID(s) and Program Code(s) to be assigned to the new custodian/contact or Select All
- ▶ If this person is **NOT** replacing an existing contact or custodian,
  - ▶ Select the **No** option
  - ▶ Provide the Dept ID to be assigned to the new custodian/contact in the Dept: field
    - ▶ To request all sub-departments, enter the first two to six digits of the Dept ID
    - ▶ Check the "Include All Sub-Departments" option
  - ▶ Provide the Program Code or check the "Include All Programs" option
- ▶ Click the Submit link at the bottom

## Note on Workflow:

- ▶ Contact or Alternate Contact requests submitted by an existing Contact or Alternate Contact will be electronically routed to the Custodian and Alternate Custodian for approval. Once approved, the request will electronically route to Asset Management for processing.
- ▶ Contact or Alternate Contact requests submitted by a Custodian or Alternate Custodian are automatically approved and will be routed directly to Asset Management for processing.
- ▶ Property Custodian or Alternate Custodian requests will generate a completed custodian form with all the entered information that must be printed and signed by appropriate departmental and/or college approvers and sent to Asset Management for processing.

For further assistance contact the University Asset Management Office at 392-2556 or e-mail [property@admin.ufl.edu](mailto:property@admin.ufl.edu)

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