

# [Request a Property Update in myAssets]

Use this instruction guide to request a change to 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 property information changes, such as Description, Model, Location, Moved Off-Campus or On Campus, or the Serial Number (requires explanation) changes.

The system will route your request to Asset Management, who will process the request and update myUFL with the new information.

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- ▶ Log on to **<https://myassets.fa.ufl.edu>** using your GatorLink username and password
  - ▶ In the Dept Asset Administration menu, Manage Assets section,
    - ▶ Click the Update Asset Information link
    - ▶ Please be aware that Update Asset Info form in myAssets only notifies Asset Management that changes are needed; Asset changes will not become effective until myUFL is updated.
  - ▶ Search for the asset by entering its Tag number and clicking the Search link
    - ▶ The system will retrieve information for this asset and display it
      - ▶ To change the description or model, enter or replace information in the correct field
      - ▶ To change the Serial Number,
        - Enter the new one
        - Enter an explanation as to why in the Explanation field
      - ▶ To change the Location,
        - Use the dropdown to search for the building
        - Then use the Room Number dropdown to select a room within the buildingNote: This form is not to be used for Transfers.
      - ▶ For a change to Off Campus,
        - Click the Yes option
        - Attach a copy of the Off Campus Certification letter to expedite processing
  - ▶ Click the Submit link when done
    - ▶ Click the OK button at the confirmation message
  - ▶ Upon submitting the request,
    - ▶ The contact or custodian will receive a confirmation e-mail showing the changes
  - ▶ To track the status of the request,
    - ▶ Click the My Requests link on the Dept Asset Administration menu, Tools section
    - ▶ Click the Update Requests link to check on the status
      - It should display the number of requests in the queue
    - ▶ The system then displays each request for Property Updates submitted
      - Request Date
      - New Information and Asset Listed
      - Whether or not it is Offsite
      - Comments entered
      - Status
    - ▶ If needed, click the Remove button on the right-hand side to remove from queue

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