

[Viewing My Profile in myAssets]

Use this instruction guide to check your roles and training record in myAssets using the My Profile link under Tools. 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.fa.ufl.edu>

My Profile displays your contact information, whether or not you would like to receive system e-mails, training classes you have attended, a schedule of classes available to take, and Dept IDs and Programs for assets for which you are responsible.

- ▶ Log on to <https://myassets.fa.ufl.edu> using your Gator Link username and password
- ▶ In the Dept Asset Administration menu, in the Tools section, click the My Profile link
 - ▶ A screen appears displaying your information
 - Check your contact information and **correct in the myUFL system** by navigating to My Account > Update My Directory Profile
 - Updates made will be reflected the following day in myAssets
 - You may also edit your default location by clicking the blue "Edit" link
 - "Receives System Emails" should remain a "Yes," for prompt response and updates

MY PROFILE

Contact Info *(from UF Directory)*

Name: Adams, Sherry D , CRD ACCOUNT 3	Phone: 392-2556 401
Dept: FA-ACCOUNTING SVS-ASSET MGT	Receives System Emails? Yes <input checked="" type="checkbox"/>
Email: sadams@ufl.edu	

To edit the information displayed here, you must login to myUFL and update your Directory Profile.

Default Location:

0465 - ELMORE HALL FOR ADMIN SERVICES, 0116H [\(edit\)](#)

Training Classes I've Attended

Reviewed online training on: **07-22-2008**

Next Classes Available:

PST125 Inventory - **9/9/08** @ Bridges Computer Lab from 1:00PM - 4:30PM
PST125 Inventory - **10/16/08** @ HSC Room C3-013 from 1:00PM - 4:30PM
*To self-register, sign-on to myUFL and navigate to My Self Service -> Training & Development.
Then search and register for course PST125.*

My Departments/Programs

99999100 - 6100 (Alternate Property Custodian)
99999999 - 9999 (ADMIN)

- ▶ For further assistance, contact the University Asset Management Office at (352) 392-2556 or e-mail property@admin.ufl.edu