[Entering New Assets in myAssets]

Use this instruction guide to learn how to use the New Assets Worklist in myAssets. 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 The New Assets Worklist contains a list of all new property decals that have not been inventoried or confirmed by the department. This tool helps departments confirm and update information on new assets, before the decals are placed and scanned. myAssets keeps a count of new items to be updated in the Worklist.

- Log on to https://myassets.fa.ufl.edu using your Gator Link username and password
- In the Dept Asset Administration menu, in the Worklist section, click the New Assets link
- A screen will display a report of new assets issued for your department that are in service and have not been inventoried or previously confirmed on the worklist
- If all the information displayed for that asset is correct, click the check mark to the right and the item will be removed from your worklist

If the information needs to be updated, click the yellow pencil to get the Update Property Info Screen
- Model field – is the individual who uses the item on a regular basis
- Location – If an item is outside, select the closest building
- Serial Number – Use “None”, a serial number change will require an explanation
- Off Campus – This indicates an item is not located at a UF facility. If yes is indicated, an Off-Campus Certification needs to be completed
- Click the Submit link when done and the item will be removed from your worklist
- A request will be submitted to Asset Management will update the record in myUFL

For further assistance contact the University Asset Management Office at (352) 392-2556.