[Request a Room Decal in myAssets]

Use this instruction guide to request a decal for a room or door jamb 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 a room in your department. After approval, Asset Management will print a new decal and send it to replace the old one.

- 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 Door Decals 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 Decal Request box
  - Select the building using the building dropdown
    - Check the box for Entire Building to select the whole building
  - Select the floor from the floor dropdown
    - It will display floors for the building you have chosen
    - Check the box for Entire Floor to select the whole floor
  - Select the room from the room dropdown by clicking on it
    - It will only display rooms for the floor and building selected
    - Hold down the Control Key on the keyboard while clicking to select more than one
- If you cannot find your location, click the Request a Missing Location link to e-mail Facilities with a new location
- Enter the reason for request for duplicate decal in the Reason for Decal Request field
- Click the Submit Request link to submit

- 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 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 or set of decals are printed and sent to the department

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