[Using the Asset Lookup Utility in myAssets]

Use this instruction guide to learn how to look up an asset University-wide 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

Look up an asset with this feature to find its Dept ID and property record. Enter its Serial Number, Model or Decal Number to get its information. This is a good tool to use if you find a misplaced asset or need to see a property record for an asset.

- 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 Asset Lookup Utility link
  - Three entry fields will appear – enter information needed in any of these three
    - Tag
    - Serial Number
    - Model
  - Click the SEARCH link to display its record

- If the item is active, the record will display the description, owning department and user
- If the item is not active, no results will show

- For more information on the asset, click on View Details. This will provide other data for the asset including the contact name and phone number.

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