[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

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