Adding Preauthorized Users in myAssets

Only pre-authorized users can pick up equipment from the UF Warehouse. As a contact, you may request to add personnel from your department to the pre-authorized user list. The request will need approval from your department custodian.

Once the person is a pre-authorized user, equipment he or she picks up from the warehouse will have a pre-approved transfer generated and on record.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Point to the Surplus menu item at the top.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Authorized Warehouse Users link.</td>
</tr>
<tr>
<td>3.</td>
<td>The system displays the list for your department. You may renew a person's authorization or cancel to remove them from this list. You may also submit a request to add personnel.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Add User link.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter the UFID of the person. For this example, enter &quot;29050100&quot;.</td>
</tr>
<tr>
<td>6.</td>
<td>Please be advised that any capital items picked up by this person will be transferred to the Dept ID, Fund and Program Code entered here. Enter the Dept. ID. For this example, enter &quot;22222222&quot;.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter the Fund. For this example, enter &quot;101&quot;.</td>
</tr>
</tbody>
</table>
### Step 8
Enter the **Program**. For this example, enter "8000".

### Step 9
This pre-authorization will expire on the **Exp Date**.

### Step 10
Enter any **Notes** that explain why this person is a good candidate to be an authorized user. For this example, enter "Jane has used the UF Warehouse many times."

### Step 11
Read the certification statement: I understand that I am authorizing this person to pick up equipment on our department's behalf. The equipment (if Capitalized) will be automatically transferred to my department.

Click the **checkbox** to certify that you agree and comply.

### Step 12
Click the **Request Pre-Authorization** button.

### Step 13
At the confirmation message, click the OK button.

### Step 14
You will receive an email from the system confirming your request.

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For further assistance, please e-mail property@ufl.edu, call Asset Management Services at 352-392-2556, or visit [http://www.fa.ufl.edu/departments/asset-management/](http://www.fa.ufl.edu/departments/asset-management/).