Initiating an Off-Campus Certification in myAssets

Initiate an Off-Campus certification when an asset or attractive item needs to be stored at a location that is not university property, such as at a professor's home office.

### QUICK LINKS

- My Inventory
- Contact List
- My Requests
- F & A Website
- Reports
- Submit a Question

### Step | Action
--- | ---
1. | Click the **My Inventory** link.  
   ![My Inventory]
2. | Select the item by clicking on its row. For this example, click the **Camera Nikon UFX-DX** to view its full record.
3. | Examine the asset's details first. Check the current location by clicking the space below the scrollbar to scroll down.
4. | Check the asset's location at the bottom.
5. | Click the space above the scrollbar to scroll back up to the top.
6. | Click the green **Edit Asset Info** button to continue.  
   ![Edit Asset Info]
7. | Click the **Off Campus?** checkbox to start the off-campus certification workflow.
8. | Enter the UFID of the person who is using and moving the item to its off-campus location.  
   myAssets will send an e-mail to this person asking them to click the link in the e-mail to enter and certify that the item will have a new location, and that it is off-campus. For this example, enter "22222222" in the User UFID box.
9. | myAssets will display the name of that person.
10. | Finally, add pertinent information in the **Notes** box for Asset Management to see. For this example, enter "Moving to home office."
### Instruction Guide
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<th>Step</th>
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<td>11.</td>
<td>Click the <strong>Submit</strong> button to initiate the process.</td>
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| 12.  | Click the **OK** button.  
From here, myAssets will route the request to Asset Management for their review and the user will receive an e-mail to certify the item's new location. |

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<td>13.</td>
<td>Check on the status of your request by clicking on the <strong>Requests</strong> menu tab at the top.</td>
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Step | Action
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14. | Then click on the **My Pending Requests** link.

![My Pending Requests]

15. | Click the **Update Requests** link under **Pending Requests**.

![Update Requests]

16. | As you can see, the request is waiting in the Property Update requests until the user enters the new location and certifies that the asset is offsite.

Then, the request will move to Off-Site Certifications as a pending request until Asset Management approves it and updates the new location in myUFL and myAssets.

For further assistance, please e-mail [property@ufl.edu](mailto: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/).