My Profile

Check **My Profile** in myAssets to view:
- Your contact information.
- Whether or not you would like to receive system e-mails
- Training classes you have attended.
- Classes available to take.
- Department IDs and Programs for assets for which you are responsible.
- It also displays your location.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>To get to My Profile, click on <strong>Tools</strong> on the top menu.</td>
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</table>

![myAssets screenshot](image)

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<td>2.</td>
<td>Click on <strong>My Profile</strong>.</td>
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### Step 3
Here you may check to make sure all this information is correct. You may update your contact information in myUFL by navigating to My Account > Update My Directory Profile and updates to myAssets will occur overnight.

### Step 4
You may edit your location information here. Click the Edit button to begin.

![Edit Button](image)

### Step 5
If you know your building number, enter it in the first box next to Location.

If not, enter the name of your building.

For this example, we are going to enter the name for the Human Resources Building, so enter "human" in the box.

The Send Email box should always be checked to receive e-mails from myAssets.

### Step 6
The system will autocomplete with options shown in the dropdown. Select the one you need by clicking on it. For this example, click on 3381 - Human Resources Building.

![Human Resources Building Option](image)

### Step 7
Click in the second box to begin typing the room number.

### Step 8
For this example, enter "209".

### Step 9
myAssets will autocomplete again so just click the option you need. Click on "209".

![Room Number Option](image)

### Step 10
Click the Save button to finish.

### Step 11
myAssets has saved the new location in the profile for you.

### Step 12
Click the Home button to return to the main page.

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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/).