

Logging into the AMP

AssetWorks is not tied to the HCM system which means you don't automatically have a logon as a university employee. You'll need to complete the basic training modules before we can provide a logon to the software!

AssetWorks Login Page:

<https://ops21.incircuit.com/ops6/f?p=1055:101>



Logon is your University e-mail address

i.e. Jilliandra.Michko@colorado.edu

Default password

Test12345

When you log into the system for the first time, or request a password change, you will need to update your password.

Software Overview

When logging in you will land on the *Home* page, here's an overview of navigating in AssetWorks.

The menu bar: top, right corner of the screen

 shawna.stushnoff@colorado.edu Home Help Support Sign Out

Home - returns you to this main welcome page

Help - opens a window with additional help about the current screen

Support - opens a window that allows you to send a message or question to technical support staff

Sign Out - signs you out of the application when you are finished

Left Margin Navigation:

Home – search for a transfer here if you know the transfer number

Analytics -

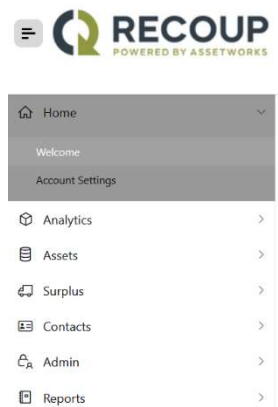
Assets – of little value here at CU Boulder as we do not manage assets cradle to grave (purchase to disposal)

Surplus – Adding, editing and tracking Transfer Requests



Contacts – Approved users, Departments: speed types, buildings

Admin – Back end

Reports – Pre-formatted reports available to all



System Notes

- * **Asterisk Fields** - required fields
-  **Menu** - search for or select from a list of choices for fields
-  **Drop Down** - select from a list of choices
- **CU Tag Numbers** – add for all assets with a CU tag ensure Property Accounting removes the asset from the department's accountable inventory
- **Serial numbers** – required for items that hold memory: hard drives, computers, servers, tablets, laptops, etc.
- **Passwords & lock codes** – required in the notes field of assets that are Apple products, if not provided we can not wipe to DOD standards and sell
- **EH&S forms** - for refrigerators used anywhere except a breakroom and select other items as advised by Surplus Property supervisor