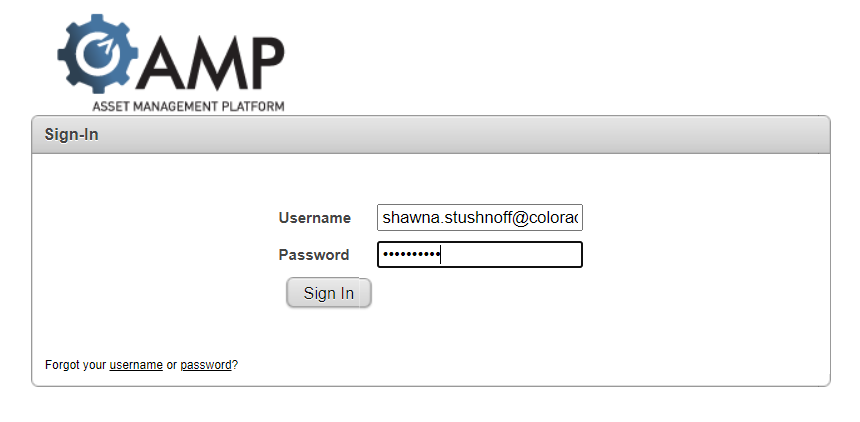
# Logging into the AssetWorks

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:** <http://ams5.incircuit.com/eams3/f?p=1055:101>



Logon is your University e-mail address i.e. [Jilliandra.Michko@colorado.edu](mailto:Jilliandra.Michko@colorado.edu)

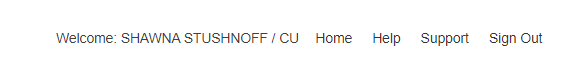
Default password Test12345

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

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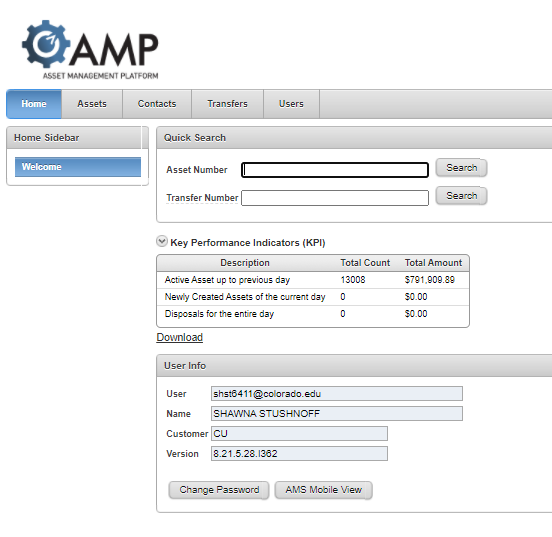
**Software Overview**

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**

**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

**Tabs:**

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

**Assets** – of little value to us here at CU Boulder as we do not manage assets cradle to grave

**Contacts** – look here to see system users, departments, speed types, buildings, registered users

**Transfers –** create a transfer or look existing transfers

**Users** – lists users assigned to your department profile

**gp**

**System Notes**

* **Asterisk Fields** - required fields
* **Magnifying Glass** - 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