

**Purpose:**

To identify IT assets that require attractive item decals within the HWCOE and establish *myAssets* standards.

**Scope:**

Applies to any IT asset within the HWCOE.

**Standard:**

1. IT assets that will be assigned attractive item decals include:
  - a. IT assets identified by Asset Management policies, which include:
    - i. Mobile Computing Devices (laptops, netbooks, tablets, smart phones, etc)
    - ii. Off-site property
  - b. Any IT assets that connect to the UF network, either wirelessly or wired (including such items as desktop computers, docking stations, digital signage appliances, smartTVs, IP cameras, monitors/instruments, and networked printers)
  - c. Computer peripherals of value taken to, or used in, facilities not in UF’s space file which are not included in the off-site certification of another IT asset by inclusion in its “Long Description” field
2. When adding a new IT asset to *myAssets*, the following minimum standards shall be used (each of the below fields should contain information):

Field	Explanation
<b>Description</b>	To be determined by the unit to aid in internal processes. Minimally this must contain the researcher or office/lab that the equipment was purchased for/by (each unit should maintain a standardized list of available choices to ensure consistency)
<b>Long Description</b>	Additional information as needed, such as how to find the IT asset within the assigned room (i.e. the cubicle number for large rooms), the MAC address of secondary NICs, and/or additional peripherals connect to the IT asset (required when the asset is intended to be taken off-site)
<b>Serial</b>	Manufacturer’s Service Tag number when available; otherwise, the serial number or other uniquely identifiable number associated with, and imprinted on, the device
<b>Model</b>	
<b>Manufacturer</b>	
<b>Category</b>	IT assets will use either “COMPUTER/SERVER” or “MOBILE COMPUTING” to make the “MAC ADDRESS” field available.
<b>Subcategory</b>	

<b>Machine Name</b>	The computer name, machine name, or hostname of the device when available or the DNS name when a dedicated IP address assignment (i.e. PrintSmart devices) is made. Some devices, like a docking station, may not have anything in this field.
<b>MAC Address</b>	When an IT asset contains two MAC addresses, record the primary address (usually Wi-Fi for laptops and wired for desktops). Use lowercase and colons as separators (since this is what UF's IPAM system requires). When a device has more than one MAC address, the other addresses, along with a description of the network interface type or name, should be listed in the 'Long Description' field.
<b>Location</b>	
<b>User</b>	The primary user of the IT asset. This field is required for laptop and desktop computers and their peripherals (even when not marked off-site). UF assets can only be assigned to a person with a UF affiliation and GatorLink ID. Differs from the "owner" of the asset since a computer can be purchased by a PI for use by a graduate student.
<b>Off-Site</b>	Review admin process <i>IT-6 Off Site Certification Standard for IT Assets</i>
<b>Item contains restricted data</b>	
<b>Item is encrypted</b>	Devices containing storage which are marked as 'Off-Site' must be encrypted
<b>ITAR</b>	
<b>Photos</b>	Include photos as necessary to help locate or identify assets. At a minimum, uncommon items should include a photo to help identify the device.

Other fields in the asset record, such as acquisition date, acquisition cost, dept-fund, and project, should be completed as well to help identify the device but are not required by this administrative procedure.

- Once the IT asset is within the myAssets system, "Notes" should be used to record various events regarding the asset (i.e. deployments, service, upgrades, virus/malware rebuilds, etc.). Minimally, warranty repairs and upgrades that change the IT asset should be recorded.

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### Responsibilities:

- The College IT Director is responsible for establishing this administrative process and informing HWCOE property managers
- The College IT Director is responsible for working with Property Custodians to assign IT Contacts as appropriate
- The College IT Director is responsible for providing IT contacts with devices compatible with the myAssets mobile application to facilitate the yearly scanning of attractive items and updating of asset records
- HWCOE property managers are responsible for ensuring IT assets within myAssets adhere to this standard
- HWCOE property managers are responsible for updating information of IT assets within the myAssets system in a timely manner to ensure accuracy and consistency of recorded information
- HWCOE IT contacts are responsible for completing a yearly decal scan of IT Assets with attractive item decals
- HWCOE employees are responsible for reporting moves, adds, and changes to IT assets to their HWCOE property managers in a timely manner

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## References:

- myAssets  
<https://myassets.fa.ufl.edu>
- Annual Inventory for Attractive Property  
<http://www.fa.ufl.edu/directives/annual-inventory-for-attractive-property/>
- Identifying, Decaling, and Maintaining Attractive Property  
<http://www.fa.ufl.edu/directives/identifying-decaling-and-maintaining-attractive-property/>
- Best Practices for Attractive and Sensitive Property  
<http://www.fa.ufl.edu/directives/best-practices-for-attractive-and-sensitive-property/>

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## Definitions

- **IT Asset:** any equipment that is used in the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of electronic data or information, including, but not limited to, printers, storage devices, computers, computer equipment and peripherals, and network equipment and systems
- **HWCOE property managers:** people assigned to any property role in Asset Management including, but not limited to, property custodians, alternate property custodians, department contacts, alternate property contacts, and IT contacts