
Purpose:

To identify IT assets that require off-site certification within the HWCOE and clarify requirements for completing off-site certification.

Scope:

Applies to any IT assets within the HWCOE regardless if the item travels off-campus or not.

Standard:

1. IT assets which must be marked as “OFF SITE” in myAssets include either of the following:
 - a. Laptops, tablets, netbooks, smartphones, and other ‘smart’ or ‘wearable’ devices which are mobile in nature (typically, devices that contain a battery and screen and will use the “Mobile Computing” category in myAssets), regardless if the item travels off-campus or not
 - b. IT assets taken to, or used in, facilities not within UF’s space file (typically facilities not owned by UF)
2. Peripherals such as monitors, printers, mice, keyboards, and webcams do not require their own off-site certification if they are included in the “Long Description” field of another IT asset with an attractive decal and off-site certification.
3. Micro, mini, SFF, stick or other such form factor computers which do not possess their own power source, display, input device, etc and will not be taken off-site do not require off-site certification unless their intended use is mobile in nature.
4. “Off-Site Certification” will follow these standards:
 - a. Certification of off-site IT assets must be completed each academic year by dates specified in Asset Management Policies
 - b. Off-site certification must be completed immediately for any IT assets newly marked “OFF-SITE”
 - c. Assigned individuals should list the address as follows:
 - i. IT assets that typically travel off-site should list the address of the off-site location
 - ii. IT assets that typically stay within a UF space should list the address of the UF space
 - d. Within myAssets the “Location” of the device should be listed as follows:
 - i. IT assets that typically travel off-site do not need an assigned location
 - ii. IT assets that typically stay within a UF space should list the address of the UF space and match the address used by the off-site certification

Responsibilities:

1. The College IT Director is responsible for establishing this administrative process and informing HWCOE property managers (defined to include property custodians, alternate property custodians, department contacts, alternate property contacts, and IT contacts within myAssets)
2. HWCOE property managers are responsible for ensuring property within myAssets adheres to this standard
3. HWCOE property managers are responsible for updating information within the myAssets system in a timely manner to ensure accuracy and consistency of recorded information
4. HWCOE property managers are responsible for providing DDDs with a report of off-site certifications when requested
5. DDDs, in conjunction with HWCOE property managers, are responsible for ensuring all users complete off-site certifications in a timely manner
6. HWCOE employees are responsible for reporting moves, adds, and changes to IT assets to their HWCOE property managers in a timely manner
7. HWCOE employees assigned an IT asset that is marked off-site must complete off-site certification in a timely manner as defined by this admin process

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/>
- Off-Site Certifications for Capital Assets and Attractive Items
<http://www.fa.ufl.edu/directives/off-site-certifications-for-capital-assets-and-attractive-property/>
- HWCOE IT Administrative Procedure - IT5 Attractive Item Decal Standard for IT Assets
<http://www.it.eng.ufl.edu/it-administrative-processes/>

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:** UF employees assigned to any property role in myAssets; including, but not limited to, property custodians, alternate property custodians, department contacts, alternate property contacts, and IT contacts