Instructions for Renewing Off-Campus Equipment

1. Access the UGARUSS application in a web browser by going to russhelp.uga.edu.

1. Click the link in the left hand navigation called ‘Log Into RUSS’. Note: If you are accessing the site from outside the UGA campus, you must first connect to the VPN at http://remote.uga.edu.

2. You will be directed to the UGA central sign-on page – enter your MyID and password and click the Log In button.

3. You should then arrive at the UGARUSS main menu. The link for Off-Campus Equipment Request and Renew is located in the middle left section.
4. You will now be on the Off-Campus Equipment Renew page. A list of equipment that is authorized to you for off-campus use will be displayed. Select ‘renew’ in the Actions column to initiate an off-campus renewal of the equipment.

   ![Image of Off-Campus Equipment Request and Renew Lookup]

   **Note:** If you do not see a piece of equipment that you currently have off campus, please contact your departmental AICO or the DFS Help Desk at 706-542-6763.

5. A document has been created and displays the Old (current) values and a column for the New values. The New values are set to the Old values when the document is first created, and should be updated.

   ![Image of Document Overview]

   * Does this equipment contain sensitive data?  
     - Yes  
     - No
a. Requested Date – this must be equal to or greater than the Old (current) Expire Date
b. Expire Date – must be greater than New Requested Date and no more than one year after New Requested Date
c. Purpose – reason for taking equipment off-campus
d. Sensitive Data – If the answer to this question is Yes, a disclaimer will appear that must be accepted.

6. When all required fields have been completed click the Submit button. Verify that the document was successfully saved and routed for approval.
   a. If there are errors on the form, a red message box will appear at the top of the form and the fields that need to be completed or corrected will be outlined in red.
b. If there are no errors, a blue message box will appear indicating the document was successfully submitted.

7. If you want to see who the document will route to, you can open the Route Log near the bottom of the page.

8. The route log displays actions taken, which is the submission of the document for approval, and the pending action, which is the action the document is currently waiting on.

9. To see actions required after the current pending action, click the Show button to the right of Future Action Requests.

a. The future actions for this document will be displayed. These actions will generally be approvals that are required, but it may also include acknowledgement or FYI actions.
10. Click the Close button at the bottom of the page to return to the main menu.

11. The authorization is not complete until the renewal is fully approved (document status is Final). To check the status of your request, you can use the Document Search: Off-Campus Equipment Request option from the main menu.

See ‘Document Searches’ for more information about this feature.

12. If you would like to leave comments or questions, use the Provide Feedback link to send an email message.

13. When you are finished using the system, be sure to logout.