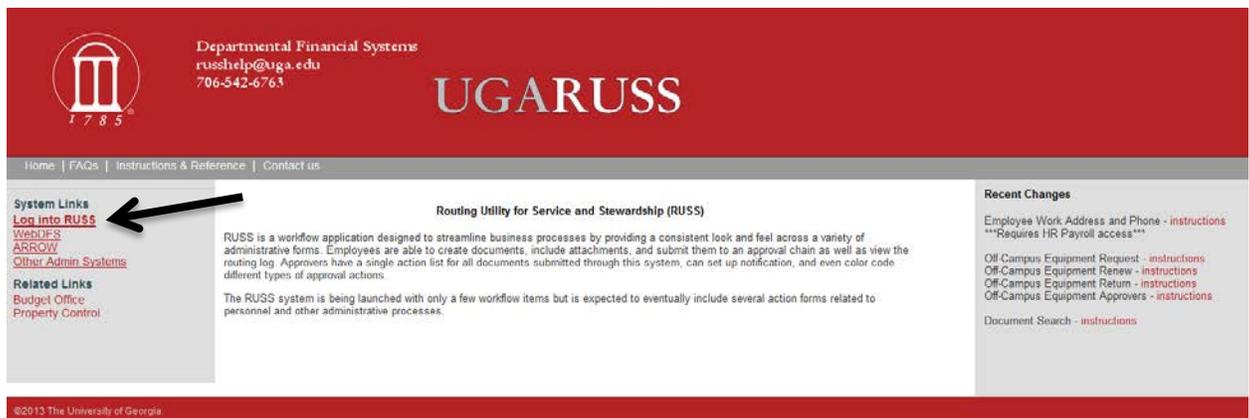


# Instructions for submitting Off Campus Authorization Requests

1. Access the UGA Russ Application in a web browser by going to russhelp.uga.edu
2. Click the link in the left hand navigation area called “Log into RUSS”



Departmental Financial Systems  
russhelp@uga.edu  
706-542-6763

## UGARUSS

Home | FAQs | Instructions & Reference | Contact us

**System Links**  
[Log into RUSS](#)  
[WebDFS](#)  
[ARROW](#)  
[Other Admin Systems](#)

**Related Links**  
[Budget Office](#)  
[Property Control](#)

**Routing Utility for Service and Stewardship (RUSS)**

RUSS is a workflow application designed to streamline business processes by providing a consistent look and feel across a variety of administrative forms. Employees are able to create documents, include attachments, and submit them to an approval chain as well as view the routing log. Approvers have a single action list for all documents submitted through this system, can set up notification, and even color code different types of approval actions.

The RUSS system is being launched with only a few workflow items but is expected to eventually include several action forms related to personnel and other administrative processes.

**Recent Changes**

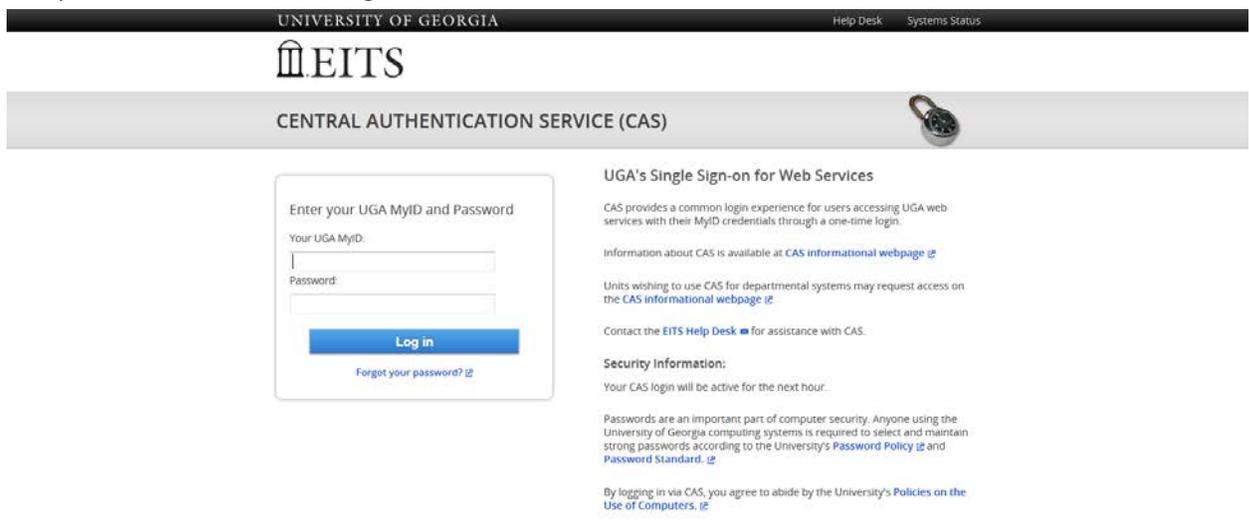
Employee Work Address and Phone - [instructions](#)  
\*\*\*Requires HR Payroll access\*\*\*

Off-Campus Equipment Request - [instructions](#)  
Off-Campus Equipment Renew - [instructions](#)  
Off-Campus Equipment Return - [instructions](#)  
Off-Campus Equipment Approvers - [instructions](#)

Document Search - [instructions](#)

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



UNIVERSITY OF GEORGIA

Help Desk Systems Status

## EITS

### CENTRAL AUTHENTICATION SERVICE (CAS)

Enter your UGA MyID and Password

Your UGA MyID:

Password:

[Log in](#)

[Forgot your password?](#)

#### UGA's Single Sign-on for Web Services

CAS provides a common login experience for users accessing UGA web services with their MyID credentials through a one-time login.

Information about CAS is available at [CAS informational webpage](#)

Units wishing to use CAS for departmental systems may request access on the [CAS informational webpage](#)

Contact the [EITS Help Desk](#) for assistance with CAS.

**Security Information:**

Your CAS login will be active for the next hour.

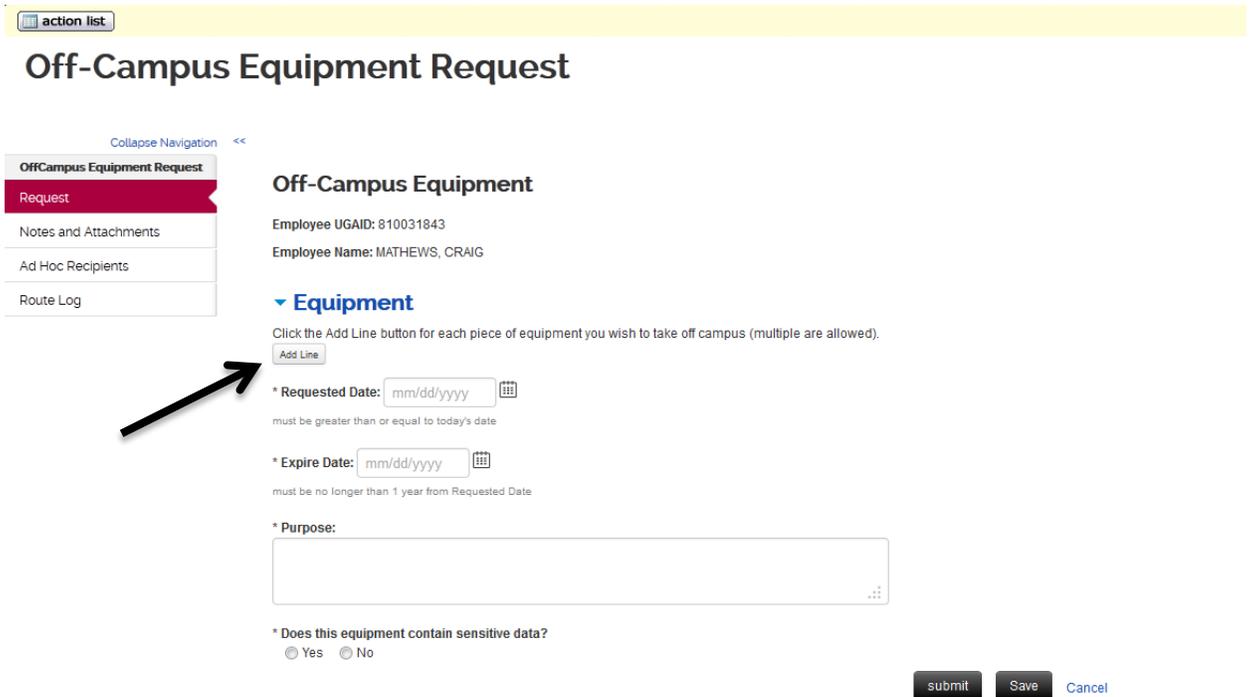
Passwords are an important part of computer security. Anyone using the University of Georgia computing systems is required to select and maintain strong passwords according to the University's [Password Policy](#) and [Password Standard](#).

By logging in via CAS, you agree to abide by the University's [Policies on the Use of Computers](#).

- You should then arrive at the UGARUSS main menu. The link for Off-Campus Equipment Request is located in the left and side of the page under Transactions.



- Once you have clicked the Off-Campus Request link you will be directed to the following page. Click on the Add Line box first to enter the UGA Inventory number of the item. If you are taking multiple items off campus you can click the Add Line box more than once to add multiple lines.



- Once you enter the inventory number, the Inventory Description and Department field will automatically be populated. If you are unsure of the inventory number you can click the magnifying glass next to inventory number field to pull up multiple other options for searching (see step 7), otherwise you can proceed to Step 8.

**Off-Campus Equipment Request**

Logged in User: cmathews

Document Number: 6336 Document Status: INITIATED  
Initiator Network Id: cmathews Creation Timestamp: 02:54 PM 02/14/2014

\* indicates required field

**Off-Campus Equipment**

Employee UGAID: 810031843  
Employee Name: MATHIEWS, CRAIG

**Equipment**

Click the Add Line button for each piece of equipment you wish to take off campus (multiple are allowed):

Add Line

Show 10 entries

| Inventory Number | Inventory Description    | Department | Actions |
|------------------|--------------------------|------------|---------|
| 640838           | COMPUTER OPTIPLEX 790 M1 | 026        | delete  |
| 645083           | SCANNER DOCUMENT F1 813  | 026        | delete  |

Showing 1 to 2 of 2 entries

First Previous Next Last

\* Requested Date: mm/dd/yyyy  
must be greater than or equal to today's date

\* Expire Date: mm/dd/yyyy  
must be no longer than 1 year from Requested Date

\* Purpose:

- (Optional) By Clicking on the magnifying glass next to the Inventory number field seen in the screenshot above you can access the lookup screen to see multiple search options other than inventory number.

**Employee Equipment Inventory Lookup**

Inventory Number:

Account Number:

Serial Number:

Building Number:

Room Number:

Location:

Department:

Search Clear Values Close

Once you have searched and found the item click the “return value” to select the item.

**Employee Equipment Inventory Lookup**

Inventory Number:

Account Number:

Serial Number:

Building Number:

Room Number:

Location:

Department:

Show 10 entries

| Actions                      | Expire Date | Inventory Number | Inventory Description                  | Account Number | Building Number | Room Number | Location | Department | Cost       | Original Amount | PO Number  | Serial Number | Acquired Date |
|------------------------------|-------------|------------------|----------------------------------------|----------------|-----------------|-------------|----------|------------|------------|-----------------|------------|---------------|---------------|
| <a href="#">return value</a> |             | 640838           | COMPUTER OPTIPLEX 790 MT DELL 225-0782 | 1062CA028000   | 2119            | 0C15        | MATHEWS  | 026        | \$1,160.60 | \$1,160.60      | E063271-01 | BS55XR1       | 12/21/2011    |

Showing 1 to 1 of 1 entries

- Fill in the Requested date, Expire Date and Purpose field. Requested date is the date you need the item off campus, the Expire Date should be 12 months or less from the Requested Date. The purpose field should be a detailed explanation of the work you are doing for UGA with each item. Check “Yes” or “No” after sensitive data question. For more information on sensitive data please visit [http://eits.uga.edu/access\\_and\\_security/infosec/pols\\_regs/policies/dcps](http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/dcps) and also see step 9 if checking “Yes.”

**Off-Campus Equipment**

Employee UGAID: 810031843  
Employee Name: MATHEWS, CRAIG

**Equipment**

Click the Add Line button for each piece of equipment you wish to take off campus (multiple are allowed).

Show 10 entries

| Inventory Number                                                       | Inventory Description    | Department                           | Actions                               |
|------------------------------------------------------------------------|--------------------------|--------------------------------------|---------------------------------------|
| 1 <input type="text" value="640838"/> <input type="button" value="Q"/> | COMPUTER OPTIPLEX 790 MT | 026 <input type="button" value="Q"/> | <input type="button" value="delete"/> |
| 2 <input type="text" value="645063"/> <input type="button" value="Q"/> | SCANNER DOCUMENT FI 613  | 026 <input type="button" value="Q"/> | <input type="button" value="delete"/> |

Showing 1 to 2 of 2 entries

\* Requested Date:    
must be greater than or equal to today's date

\* Expire Date:    
must be no longer than 1 year from Requested Date

\* Purpose:

\* Does this equipment contain sensitive data?  
 Yes  No

9. If the equipment you are using contains sensitive data and you check “Yes” you will be prompted with the following disclaimer regarding sensitive data. You must check agree to continue.

\* Does this equipment contain sensitive data?

Yes  No

Personal property such as portable personal computers or similar items may be removed from campus to the home of an employee or off campus site when the purpose is for business use only. Such use shall be tightly controlled and documentation as to the location and use shall be available at all times.

\* Disclaimer  I agree



10. After completing all fields click **Submit**. At the top of the screen you will see the following message if the request was successfully submitted.

 Document was successfully submitted.