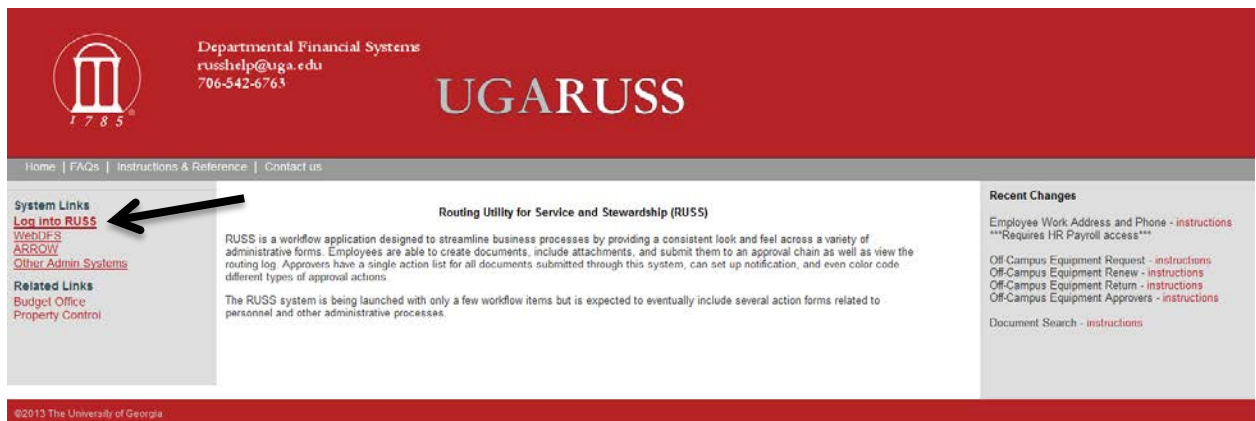


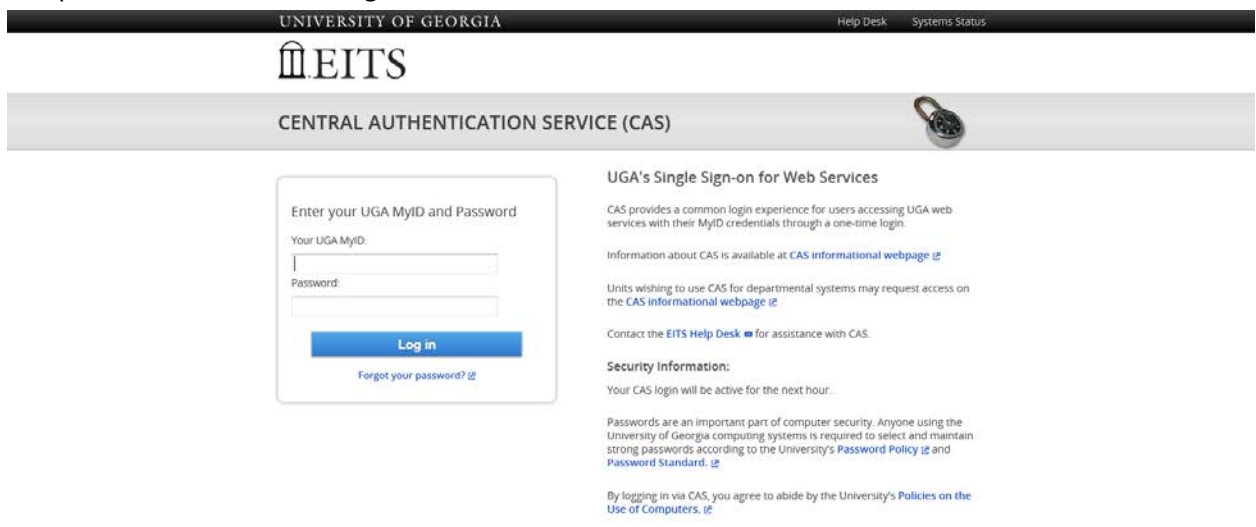
# Instructions for submitting Off Campus Authorization Requests

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



The screenshot shows the UGARUSS website interface. At the top left is the University of Georgia logo with the year 1785. To its right is the text: Departmental Financial Systems, russhelp@uga.edu, 706-542-6763. The main header reads 'UGARUSS'. Below the header is a navigation bar with links: Home | FAQs | Instructions & Reference | Contact us. The main content area is divided into three columns. The left column, titled 'System Links', contains links for 'Log into RUSS' (highlighted with a black arrow), 'WebDFS', 'ARROW', and 'Other Admin Systems'. Below this is a 'Related Links' section with 'Budget Office' and 'Property Control'. The middle column is titled 'Routing Utility for Service and Stewardship (RUSS)' and contains a paragraph describing the system's purpose and a note that it is being launched with limited items. The right column is titled 'Recent Changes' and lists several updates with links to instructions, such as 'Employee Work Address and Phone' and 'Off-Campus Equipment Request'.

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



The screenshot shows the UGA Central Authentication Service (CAS) sign-on page. At the top is the University of Georgia logo and the text 'UNIVERSITY OF GEORGIA'. Below this is the 'EITS' logo. The main heading is 'CENTRAL AUTHENTICATION SERVICE (CAS)'. On the left is a login form with the title 'Enter your UGA MyID and Password'. It contains two input fields: 'Your UGA MyID:' and 'Password:'. Below the fields is a blue 'Log in' button and a link for 'Forgot your password?'. On the right is a section titled 'UGA's Single Sign-on for Web Services'. It contains several paragraphs of text: '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](#).', and '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



submit

Save

Cancel

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.