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”

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
4. 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.

5. 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.
6. 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.

7. (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.
Once you have searched and found the item click the “return value” to select the item.

8. 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 and also see step 9 if checking “Yes.”
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.