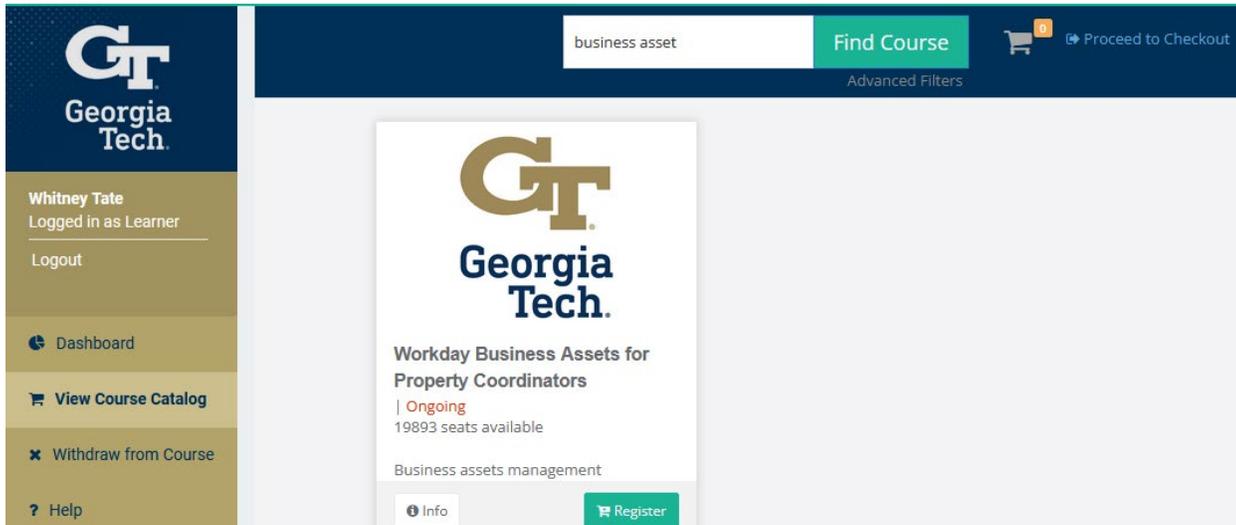


**Request the Property Coordinator Role in Workday:**

First, the individual must complete the Business Assets training, and have the certificate ready for submission. Follow this link to access the training: <https://gatech.geniussis.com/FERegistration.aspx>

Login with the GT Login button and view course catalog, search for the business asset course and register for Workday Business Assets for Property Coordinators, go to your cart, and confirm and go to the dashboard for the training:



When you have completed the training, download the certificate.



Click on this link to request the role: [https://gatech.servicenow.com/financials?id=sc\\_cat\\_item&sys\\_id=a49b78c2dba5f300fc9efe8d0f9619f3&sysparm\\_category=33364360dbec7744fc9efe8d0f96194f](https://gatech.servicenow.com/financials?id=sc_cat_item&sys_id=a49b78c2dba5f300fc9efe8d0f9619f3&sysparm_category=33364360dbec7744fc9efe8d0f96194f)

You will create a financial service now ticket under Workday Security. In “Requested For” enter the name of the property coordinator and select the Assets checkbox. Click on the Add property coordinator checkbox and note that you must have the Cost Center Name and Code you would like to assign these property coordinators. In the additional comments section, please add the following information so that Property Control can add the new user to the RTrack Inventory system.

- GT username
- GT Buzzcard number
- Email address
- Work phone number

AGENT PORTAL | HOME - | KNOWLEDGE - | MY REQUESTS - | MY APPROVALS - | SYSTEM STATUS

HOME > FINANCIAL SERVICES > WORKDAY APP SECURITY > Workday Security Roles - Request New

### Workday Security Roles - Request New

Request Workday security role (access)

This request initiates changes to current role assignments for Workday application and pre-existing Foundation Data Model (FDM) values. Please note that all GT employees are provided access to Workday upon hire with the following security roles: Employee as Self, Cost Center Financial Analyst. To sign up for these online courses or download copies of your course completion certificates, please visit: <https://gatech.geniussis.com/LearnerDashboard.aspx>

\* Indicates required

\* Requested By  
Whitney Tate (Business Services)

\* Requested For  
Whitney Tate (Business Services)

\* Preferred Contact Method  
Email

\* Supervisor  
The supervisor will receive a notification to approve this request upon submission

\* Contact Information  
whitney.tate@business.gatech.edu

Select what type(s) of roles to add

- Assets
- Cost Center
- Expenses
- Foundation Data Model
- Financial Accounting
- Grants
- Gifts
- Procurement

Financial Roles - Assets

**Property Coordinator**

This role will be able to perform business asset tracking functions for assigned organizations. Examples include business asset registration, issue, transfer, and disposal. The role has approval authority for business asset tracking business processes and can register, issue and transfer the assets, but not dispose of.

Add Property Coordinator Role

\* Cost Center Name and Code  
(Required) For individuals receiving the Property Coordinator Role please attach the certificates for the following Training Courses:  
• Workday Business Assets

Example: CCxxxxxx Cost Center Name

If a privileged/advanced role is required, please enter that role name and justification in the 'Additional Comments' box below for review and approval

You should receive Service Now notifications when the role has been added.