

Below are the steps to be added as Property Control Coordinator for your department.

1. Please complete the required Business Assets for Property Coordinators course <https://gatechhrcc.brightspace.com/course/47/business-assets-for-property-coordinators>
2. Submit a request via Service Now [https://gatech.servicenow.com/financials?id=sc\\_cat\\_item&sys\\_id=a49b78c2dba5f300fc9efe8d0f9619f3](https://gatech.servicenow.com/financials?id=sc_cat_item&sys_id=a49b78c2dba5f300fc9efe8d0f9619f3)
3. Select Assets for role to add

Select what type(s) of roles to add

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

4. Check the Add Property Coordinator box and enter your cost center(s)

#### Property Coordinator

This role will be able to perform business asset transaction registration, issue, transfer, and disposal. The user can also perform the processes and can register, issue and transfer the assets.


Add Property Coordinator Role

Cost Center Name and Code

Example: CCxxxxx Cost Center Name

5. Make sure to attach the Training Transcript (PDF D2L transcripts) of completion of the Business Assets for Property Coordinators course.

Property Coordinator Training Transcript

**(Required)** Please attach proof (PDF D2L transcripts) of completion of the **Business Assets for Property Coordinators** course for each person who is requesting the Property Coordinator role. Use the  **Add attachments** link at the bottom of this form. You can add multiple attachments, one for each person.

 Add attachments

Once access is given, Property Control will also add you as a new user to RF Track Inventory system as well as the mailing list, and will need the following information.

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