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:
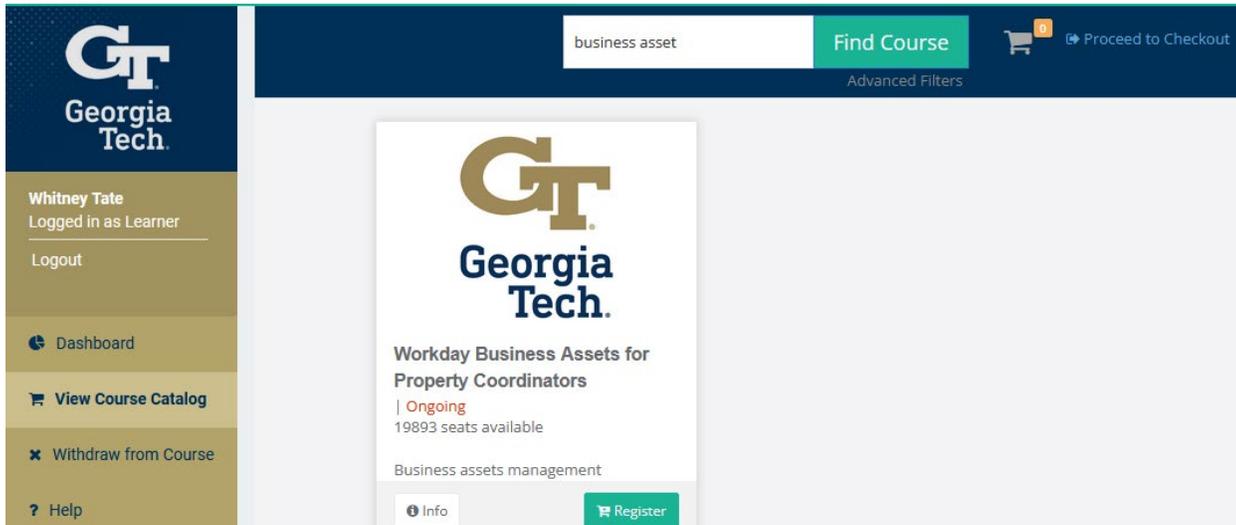
When you have completed the training, download the certificate.

Click on this link to request the role: https://gatech.service-now.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 RFTrack Inventory system.

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

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