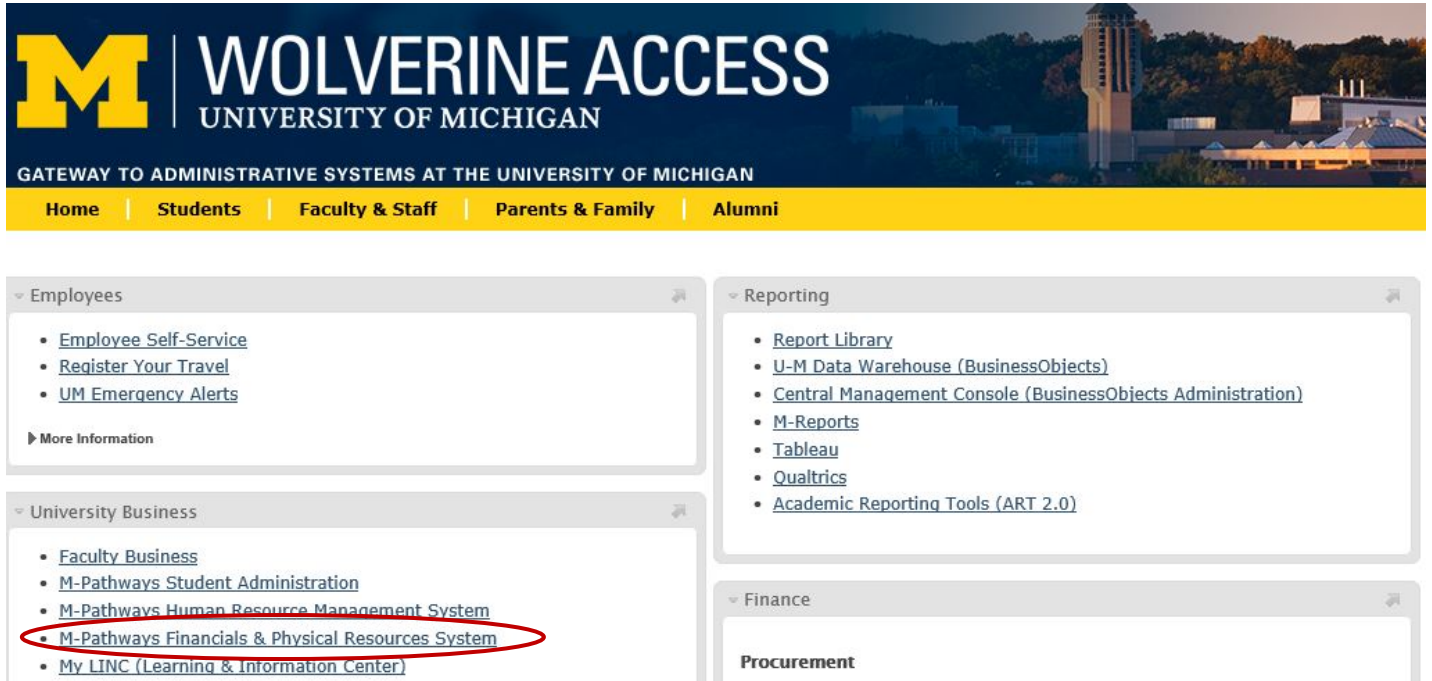


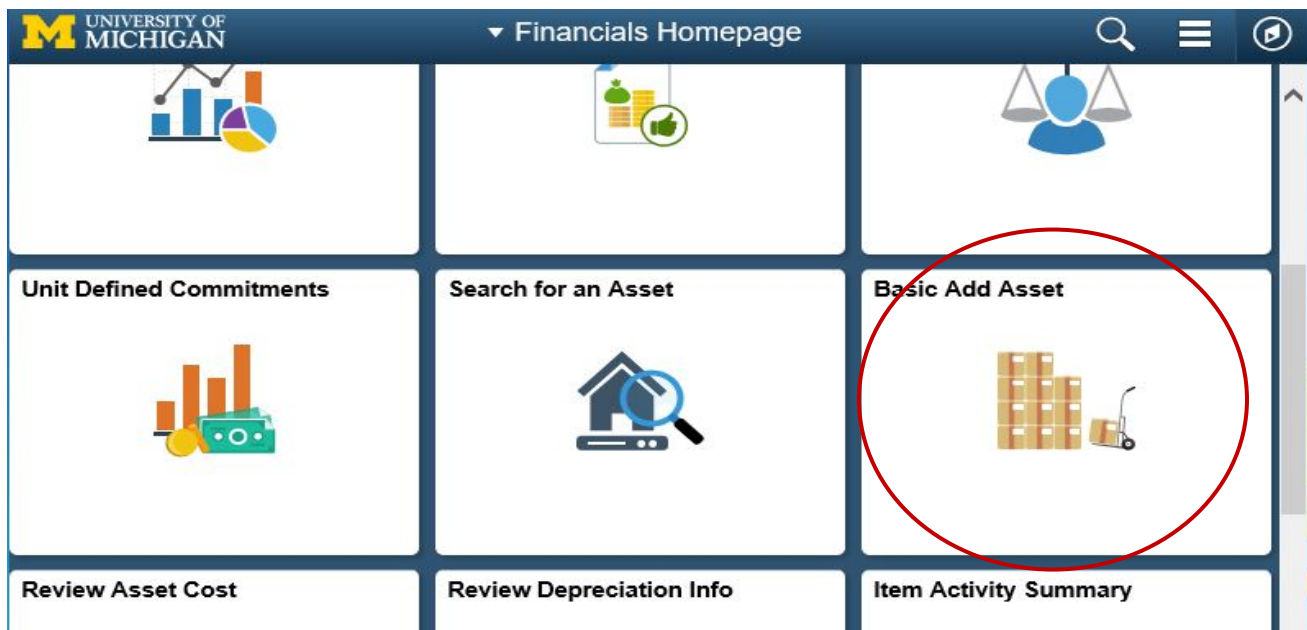
Logging in to Asset Management

Under the University Business section in Wolverine Access, select **M-Pathways Financials & Physicals Resources System** link to login.



Ways to Access the Basic Add Asset Application

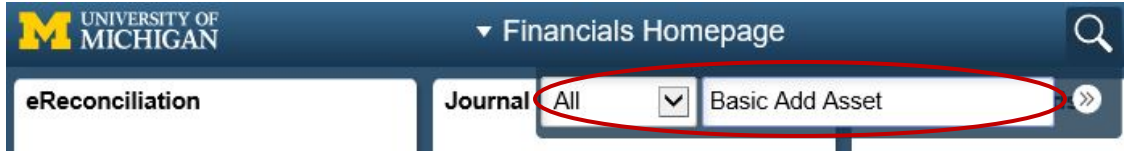
1. On the Financials Homepage select **Basic Add Asset** tile if you currently have it



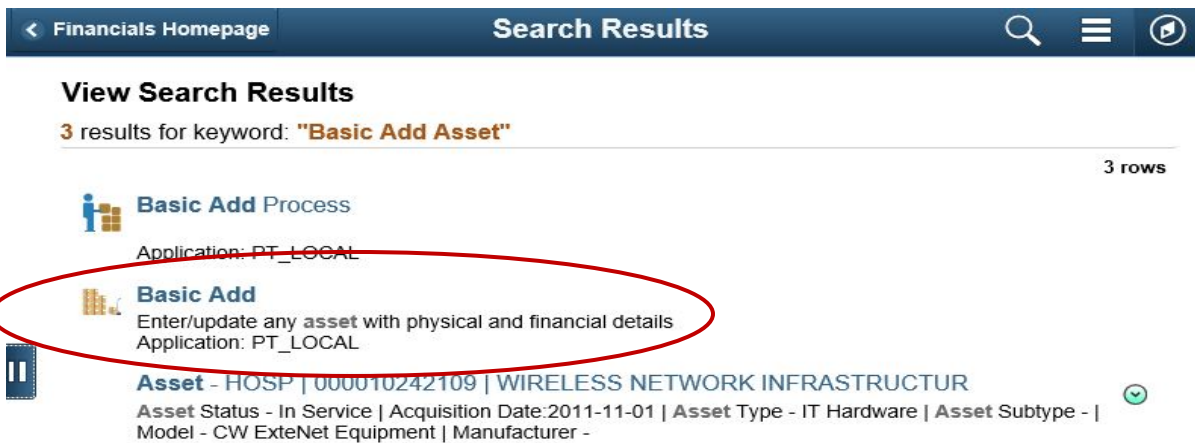
2. If you don't have the tile, use the search function:
 - a. Click the magnifying glass icon near the top right corner of the page



- b. Type in **Basic Add Asset** in the pop-up field



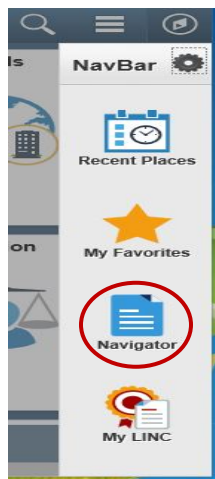
- c. Select the second entry, **Basic Add**



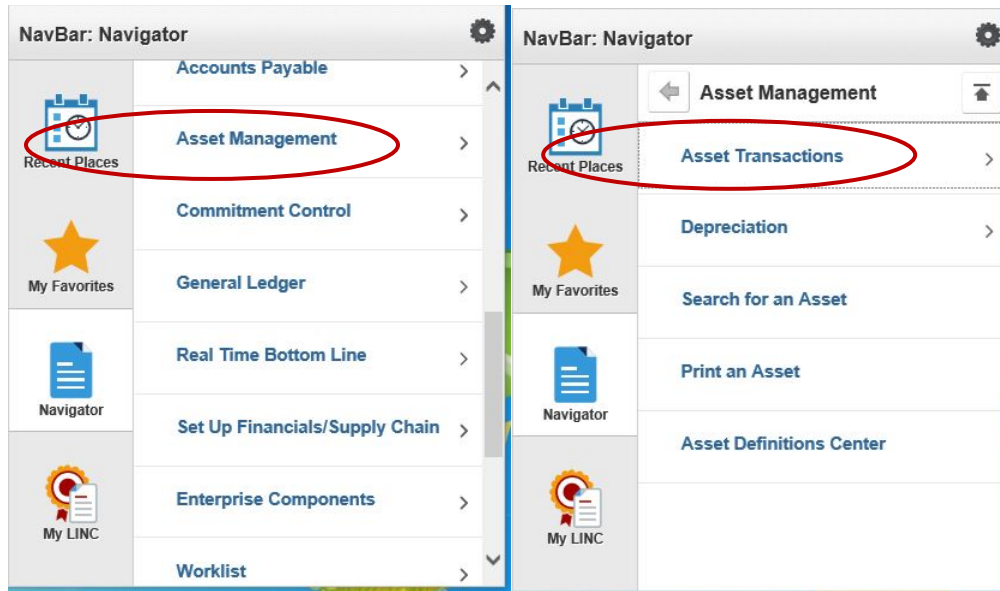
3. Using the **Navigator** route:
 - a. Click the compass icon at the top right corner of the page



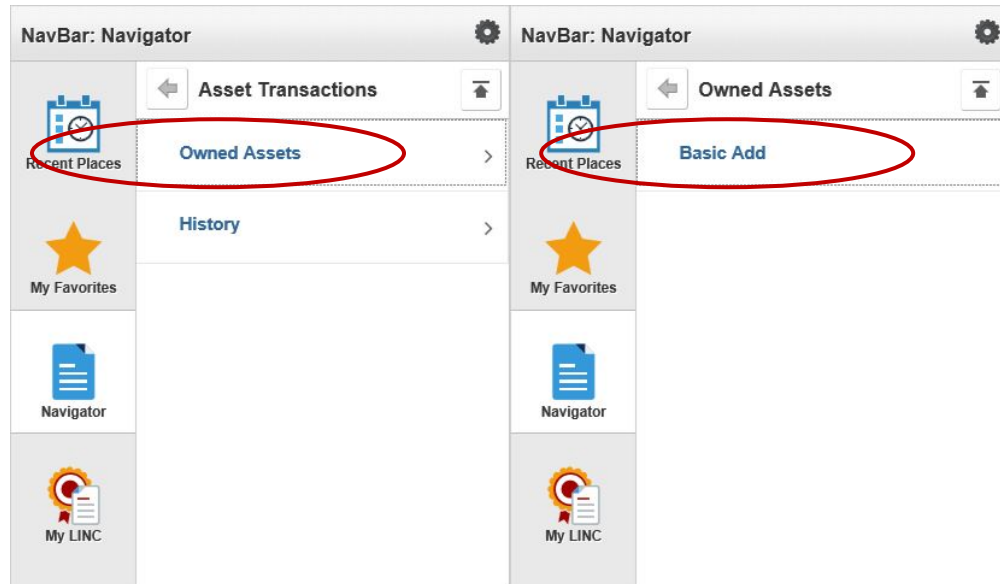
- b. The **NavBar** will pop-up on the right-hand side of the screen and click the **Navigator** icon



c. Scroll down the menu and click on **Asset Management**, then click on **Asset Transactions**



d. Click on **Owned Assets** entry, then click on **Basic Add**



Adding the Basic Add Asset Tile to a Homepage or Favorites

1. Once you are in the **Basic Add Asset** application, click the bar icon at the top right corner of the screen.



2. Click on the **Add to Homepage** option from the menu to add tile to your homepage or click on the **Add to Favorites** option from the menu to add application to your favorites that you can access from the compass icon menu.

