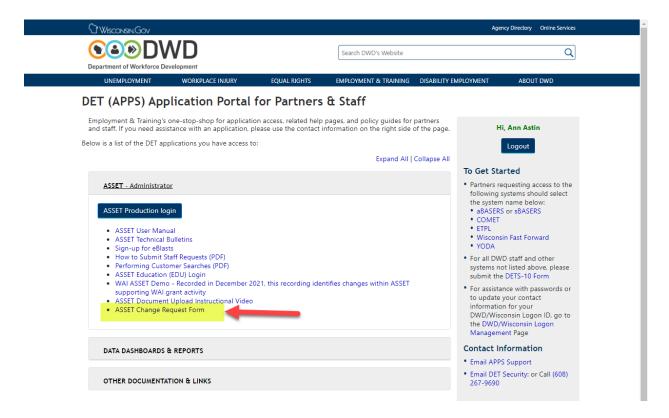
September 1, 2022

ASSET Change Request Form

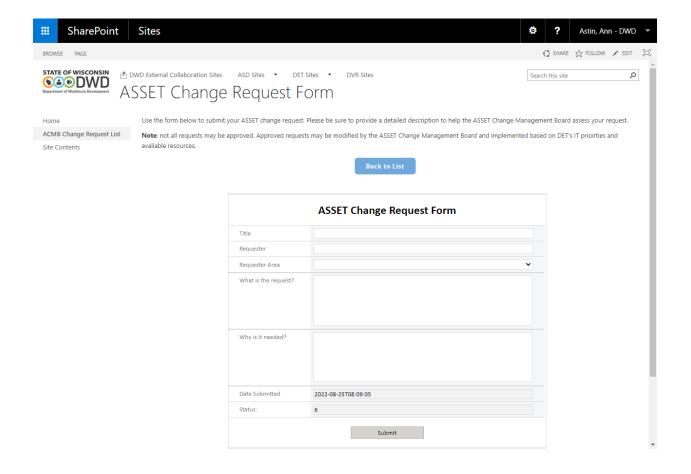
We have a new method for staff that wish to make enhancement suggestions to ASSET.

You will see **ASSET Change Request Form** when you are logging into ASSET from the DET (APPS) Application Portal.



This will take you to the Request form where you can enter in your proposed change/addition.

Fill in each section on the form. Requester Area can be left blank if dropdown list does not populate.



Once a suggestion appears on this list, the ASSET Change Management Board will discuss whether the change might affect other areas and what the impact might be. There might be times that your suggestions may not be approved to be put into production. It will be up to the board member to reach out to the staff who submitted the request to explain why that is or discuss edits to the proposed change.

By clicking the **Back to List** button at the top of the request form, it will take you to the list of requests. You can monitor the status of your request here.