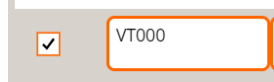


Helpful Hints - Home Authorization Application

- Department Heads should determine who is responsible for approving home authorizations and communicate this to ensure that the correct authorized approvers are selected.
- Use the PID instead of an alias for custodians, emails are not sent to aliases.
- Do not enter zeros when entering a barcode in the application; this field is already populated as indicated on the form.



A screenshot of a form field. On the left, there is a small square checkbox with a checkmark inside. To its right is a rectangular text input field with a thin border, containing the text 'VT000'.

- When entering a barcode that is not listed under the custodian's name, press the Tab key, information for that asset (manufacturer, model, serial number, etc.) will automatically populate.
- If equipment is listed under the custodian's name, click the "Add to Request" button next to the asset to include it in the request.
- For items added without a barcode, make sure to uncheck the field labeled "Is Item Tagged?"
- Departments receive automated emails from Fitdev@vt.edu, this is not a phishing attempt. Below is an example of an automated email from the Home Authorization Application:

From: Fitdev@vt.edu <Fitdev@vt.edu>
Sent: Saturday, February 3, 2024 6:05 AM
To: Saylor, Becky <saylorb@vt.edu>
Subject: Home Authorization Request needs your approval

A Home Authorization Equipment Return is pending your confirmation. Please login to <http://www.apps.vpfin.vt.edu/homeuseapp.html>, and select Request #XXXX to Confirm Return.