



Update a SITE ID /Accountable Unit Identification Code (UIC)

Overview


The Property Accountability module SITE ID/Accountable UIC Update process specifies the managed UIC. The options available were determined from the ELMS Security Roles Request form.

Navigation

My ELMS > Site/ACTBL UIC UPDT > SITE ID/Accountable UIC Update page


Procedures

Change the SITE ID and/or Accountable UIC/UIC

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. In the My ELMS menu, select Site/ACTBL UIC UPDT. The **SITE ID/Accountable UIC Update** page appears.



2. Select . The SITE ID, Accountable UIC combination changes.

