



Adding a Custodian

- Navigate to the Asset Management > Custodian menu path.
- 2. Enter a 1-6 position, alphanumeric (no spaces or special characters) Major Custodian Nbr.
- If adding a Sub Custodian Nbr, enter a 1-6 position, alphanumeric (no spaces or special characters). THE MAJOR CUSTODIAN NBR MUST EXIST BEFORE A SUB CUSTODIAN CAN BE CREATED.
- 4. Select the Add button (or Search if updating or deleting).

Add				
Maj Custodian Nbr	EAJ001]	Sub Custodian Nbr	
*Custodian Name	SK1 ROBERT SMITH		Address 1	3192 SEASIDE WAY
Address 2			City	SAN DIEGO
State	California	~	Zip Cd	90222
Country Cd	US-UNITED STATES OF AN	IERICA	Phone Nbr	704-555-1111
DSN			FAX Nbr	
E-Mail Address	RSMITH@NAVY.MIL		Office Id	41
Office Name	SUPPLY MGT		Order Dt	3/28/2010
Loc	BLDG 190		Sub Loc	
Transfer Authority	V		Alt Custodian Name	
Alt Phone Nbr			Alt Order Dt	
Remarks				<u> </u>
History Remarks				<u>_</u>
Add Cancel				

If assets are assigned to a Custodian, you will not be able to complete a delete process.

- 5. Enter the mandatory name of the Custodian.
- 6. The remaining fields are not mandatory; however, it is always good practice to enter as much information about your custodians as possible.
- 7. Select the **Add** button to complete the process.



DPAS Call Center 1-844-843-3727

DPAS Website http://dpassupport.golearnportal.org

 Search Criteria

 Maj Custodian Nbr
 EAJ001

 Sub Custodian Nbr
 Add

 Add
 Search
 Reset



