INSTRUCTIONS FOR CHECKING INVENTORY PROGRESS

- Sign into myLSU
- Click Financial Services > Inventory Scanning Application
- Once the Inventory Management page opens, you will land on the “Inventory List” tab.
- To view real-time progress of your inventory, click the “Track Progress” tab and see the results for all Cost Centers for which you have responsibility.

IMPORTANT: Results displayed are tied to the user’s role as DEPARTMENT HEAD or ASSET CUSTODIAN. If you are unsure of your role assignments click “View Authorized Orgs” from the Track Progress tab.

Please contact Property Management at property@lsu.edu with any questions.