**Adding New Assets to the LockPath Asset Tracker**

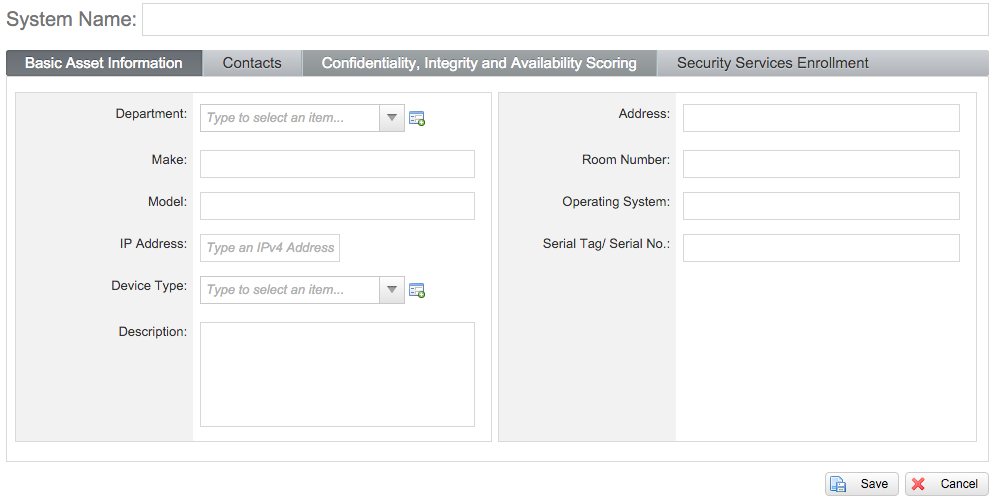
This tutorial is to establish a consistent method for creation of Assets Records within the LockPath Keylight Platform, the IT-GRC solution deployed and utilized within the University of Chicago Biological Sciences Division (BSD).

This tutorial applies to all members of BSD who are responsible for contributing to the Assets Record by either manually entering Assets Records or assisting in parsing of Assets Records from a contributing system.

*Note: This system aligns with* ***NIST Cyber Security Framework ID.AM-1****: Physical devices and systems within the organization are inventoried.*

**How to add a new Asset to LockPath Asset Tracker**

1. Go to <https://itcompliance.bsd.uchicago.edu/>
2. Click **Single Sign-On.**
3. Enter your *CNet ID* and password.
4. After you log in, move your mouse pointer over the Keylight menu in the upper-right corner of the screen, to the left of the Search field.
5. From the drop-down menu, under the **Keylight Sm** section, click **Assets**.
6. In the left pane, click to expand the **Device Asset Tracker** group.
7. Click **Add New**.
8. You will be guided to the **New Record** page.



1. Enter a **System Name** and move to the fields below.
2. Enter the following under the **Basic Asset Information** tab:
   1. Department
   2. Make
   3. Model
   4. IP Address
   5. Device Type
   6. Description
   7. Physical Address
   8. Room Number
   9. Operating System
   10. Serial Tag / Serial No.
3. Enter the following under the **Contacts** tab:
   1. IT Custodian
   2. System Owner
   3. Department EA
4. Enter the following under the **Confidentiality, Integrity and Availability Scoring** tab:
   1. Data Availability Score
      1. Data Availability Score Comment
   2. Data Confidentiality Score
      1. Data Confidentiality Score Comment
   3. Data Integrity Score
      1. Data Integrity Score Comment

*Note: For more information on performing CIA scoring for a system, see* [*Appendix B of the IT Asset Inventory and Categorization standard*](http://security.bsd.uchicago.edu/wp-content/uploads/sites/2/2015/01/STA-05-BSD-IT_Asset_Inventory_and_Categorization_Standards.pdf)*.*

1. Click **Save**.

Your device will be verified and added to the LockPath database. Thank you for your contribution.

*Note: Regarding possible integration between a departmental asset management solution and LockPath; utilizing API, we are able to automate the import of requested fields using our BSD IT Asset Integration Engine, Ambassador. If you wouls like more information on this subject, please contact us via email at s.cri.security@bsd.uchicago.edu.*