



Valuables Registry

What is the Electronic Portfolio?

The Electronic Portfolio (Portfolio) is a secure Web-based system used by University of Minnesota students, faculty, and staff for storing, organizing, viewing and selectively sharing personal, academic, and career-related information, documents, photographs, and other files.

What is the Valuables Registry?

what

The Valuables Registry—part of the Portfolio system—is a secure database used to store information about valuables such as the make, model, serial number, description, and estimated value. Items that can be tracked in the Valuables Registry include, but are not limited to: electronic devices such as cell phones, PDAs, MP3 players, iPods, DVD players, or digital cameras; computer equipment; and recreational equipment such as a bicycles, skis, or snowboards. The system also allows for uploading of images, photographs, or video of the valuables in order to augment the description.

Why Use the Valuables Registry?

why

The Valuables Registry can help in the recovery of lost or stolen items. If a registered item is lost or stolen, you can provide the authorities with pertinent information about the item that can make investigation easier and potential recovery more likely. If an item is lost or stolen in the University of Minnesota jurisdiction, you can share information about it with the University of Minnesota Police Department (UMPD). By sharing this information, an incident report is triggered and a representative from the UMPD can contact you to gather more details.

Who Has Access to the Information in the Valuables Registry?

who

Only the Portfolio owner has access to the information in the Valuables Registry. However, the owner can grant access to others, such as parents, guardians, or the authorities, as appropriate.



How Do I Register My Valuables?

how

To register your valuables:

1. Go to <http://portfolio.umn.edu> and click on "General User Login."
2. Enter your U of M Internet ID and password and click on the "Login" button.
3. Click on "Enter" in the left navigation box.
4. Expand the red bar that says "Input Wizards" by clicking on the "+" sign on the right.
5. In the "General Wizards" box, click on the link for the "Valuables Registry."
6. Create a new entry for each item of value, using the following procedure:
 - a. Enter the make and model of the item in the Name field.
 - b. Enter the item's serial number in the ID field.
 - c. Enter a description, color, estimated value, and any other pertinent information about the item in the Description field.
 - d. Upload an image, video and/or scanned copy of the receipt for the item.

Repeat this process for each item that is to be registered.

In addition, review the contact information in the Profile section of the Portfolio to make sure it is correct; update it as necessary.

Note: For the Valuables Registry to be effective, it is important that the information is kept up to date. Any time an individual makes a major purchase or receives a significant gift, the information should be entered in the Registry.

register

How Do I Report a Lost or Stolen Item?

how

To report the loss or theft of an item:

1. Go to <http://portfolio.umn.edu> and click on "General User Login."
2. Enter your U of M Internet ID and password and click on the "Login" button.
3. Click on the "Share" link in the left navigation box.
4. Create a presentation to share with the UMPD or authorities as a preliminary step to completing a police report using the following procedures:
 - a. Enter a title for your presentation in the Title section.
 - b. Enter a brief description of the circumstances under which the item was lost or stolen in the Description section.
 - c. Select the Valuables Registry template found in the General Template section and click on "Next" at the bottom of the page.
 - d. Select the item that was lost or stolen by checking the appropriate box.
 - e. Select your contact information and click on "Next" at the bottom of the page.

f. Enter "stene004" in the Share with User ID field and click "Next" at the bottom of the page.

g. In the e-mail section, enter a message that will alert the UMPD to look at your Portfolio presentation for the pertinent information regarding the lost or stole item.

Note: Please be advised there is no guarantee that an item will be recovered; however, having items registered in the Valuables Registry provides the best opportunity for it to be recovered and returned. It is also important to understand that filing a false report with the authorities is illegal and punishable under the law.

report