

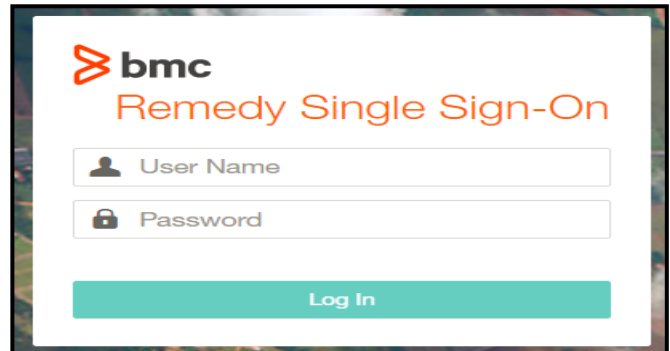


SECTION 1: ISSUE DEVICE TO STUDENT

Step 1

REMEDY SINGLE SIGN-ON

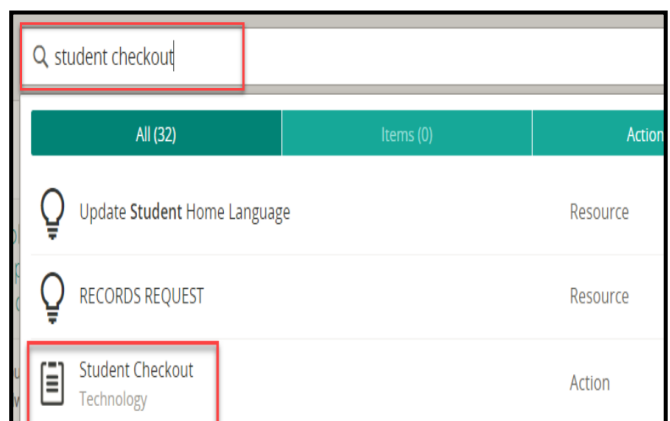
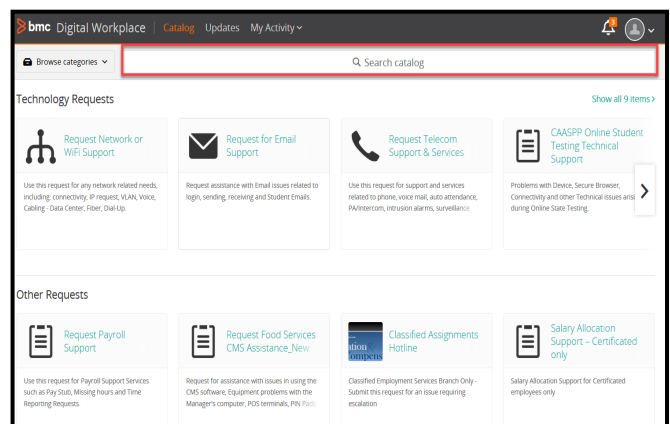
- Go to <https://lausd-myit.onbmc.com>
- Sign in using your single sign-on
- Click **Log In**



Step 2

SEARCH FOR REQUEST

- In search box, type in **Student Checkout**
- Select **Student Checkout** from search results





SECTION 1: ISSUE DEVICE TO STUDENT

Step 3

STUDENT INFORMATION

- Select from dropdown the **site** you are checking out device
- Scan or enter **Student ID**
 - * Student information will be displayed

Student Checkout
Check out asset to student

Requested By: [OCM User1] [Edit]
Requested For: [OCM User1]

Attachments: [Green icons]

School Site*: [Vigil Middle School] [v]
Student ID*: [1150178] Student Name: [Diana Gutierrez]
Student Grade: [8] Home Room: [Conrow, James]
Contact Type: [v]
Asset Tag*: [v] CI Name: [v]
CI Model: [v]

Table has not been loaded

Student ID	Asset Tag	Name	Grade	Home Room	Contact Type	CI Name	CI Model
------------	-----------	------	-------	-----------	--------------	---------	----------

[Close] [Submit]

Step 4

ASSET INFORMATION

- Scan or enter **asset tag or case tag**
- Press **enter**
 - * Maximum of 40 devices can be scanned or entered per transaction
 - * Asset data will be displayed
- Click **Submit**

Step 5

CONFIRMATION

- Device information is updated when message *"Your request REQ_____ has been submitted"* appears
- Click **OK**

