

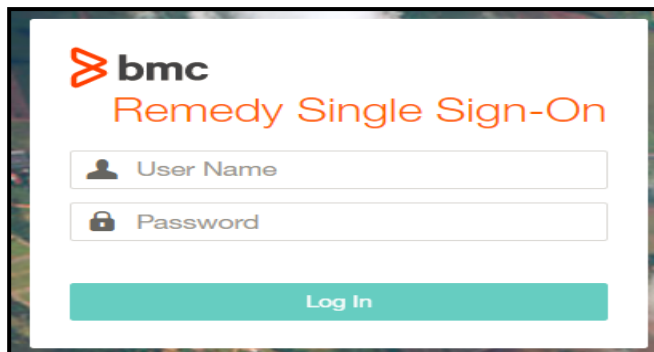


SECTION 2: ISSUE DEVICE TO EMPLOYEE

**Step 1**

**REMEDY SINGLE SIGN-ON**

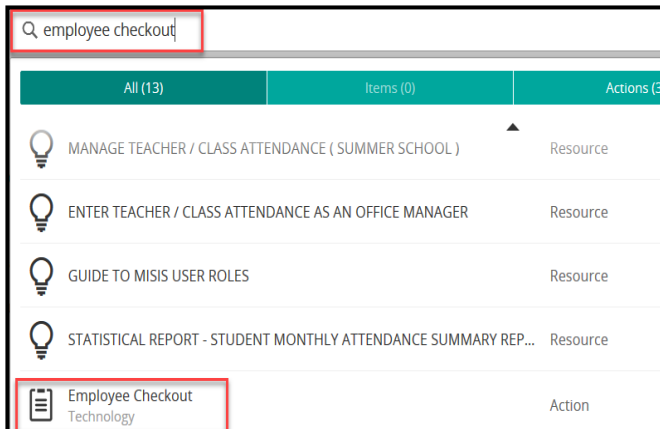
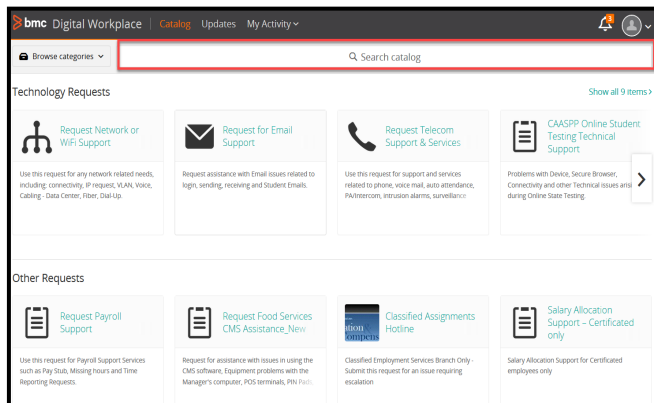
- Go to <https://lausd-myit.onbmc.com/>
- Sign in using your single sign-on
- Click **Log In**



**Step 2**

**SEARCH FOR REQUEST**

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



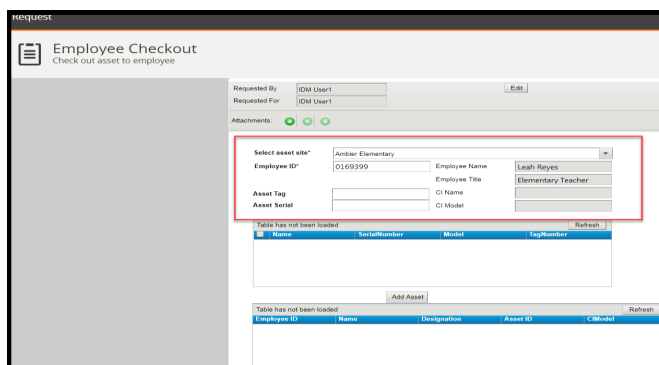


SECTION 2: ISSUE DEVICE TO EMPLOYEE

**Step 3**

**EMPLOYEE INFORMATION**

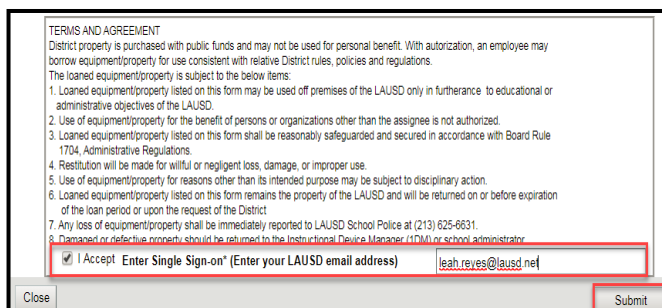
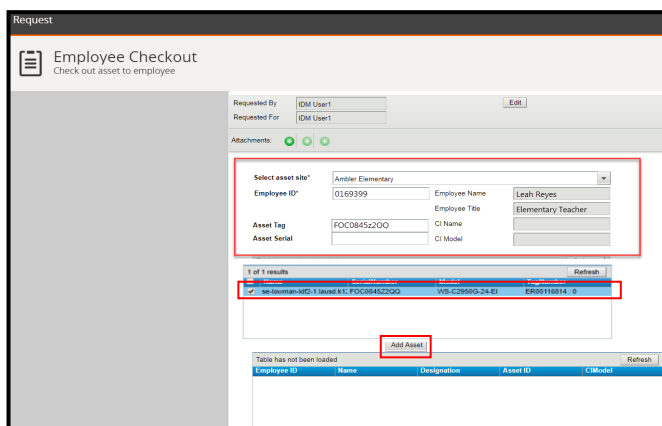
- Select from dropdown the **site** where device belongs
- Scan or enter **Employee ID**
  - \* Employee information will be displayed



**Step 4**

**ASSET INFORMATION**

- Scan or enter **asset tag or case tag**
- Press **enter**
  - \*Asset data will be displayed
- Click **Add Asset**
- Enter District **employee ID** of person assigning device in the "Devices handed out by Employee" field
- Enter **Expected Return Date** and **Notes** if applicable
- Have employee read **Terms and Agreement**
- Click check box next to **I Accept**
- Have employee enter **single sign-on** (LAUSD email address)
- Click **Submit**





## SECTION 2: ISSUE DEVICE TO EMPLOYEE

### Step 5

#### CONFIRMATION

- Device information is updated when message *"Your request REQ\_\_\_\_\_ has been submitted"* appears
  - \* Employee will receive confirmation email
- Click **OK**

