

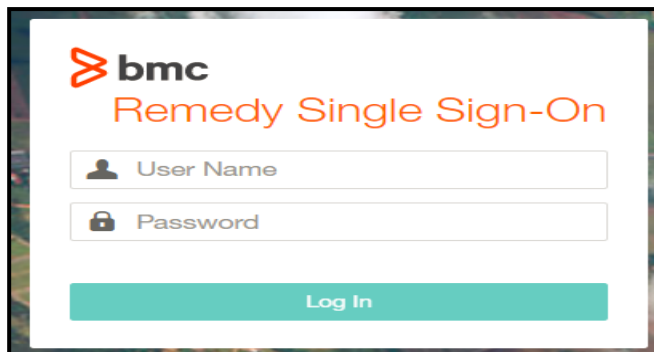


SECTION 2: ISSUE DEVICE TO EMPLOYEE

Step 1

REMEDY SINGLE SIGN-ON

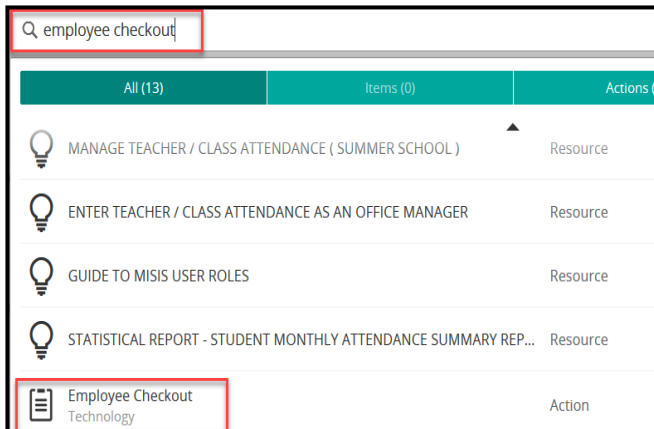
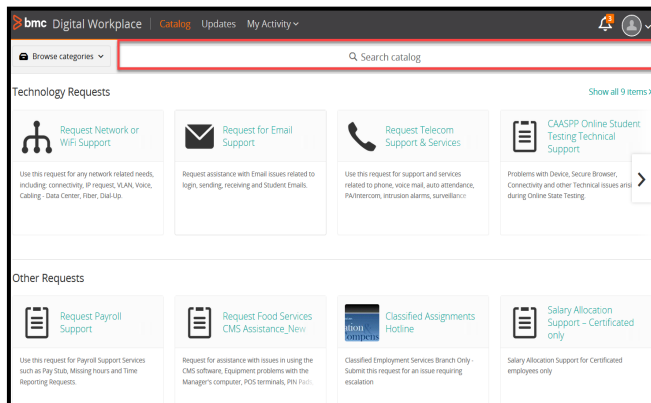
- Go to <https://lausd-myit.onbmc.com>
- Sign in using your single sign-on
- Click **Log In**



Step 2

SEARCH FOR REQUEST

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



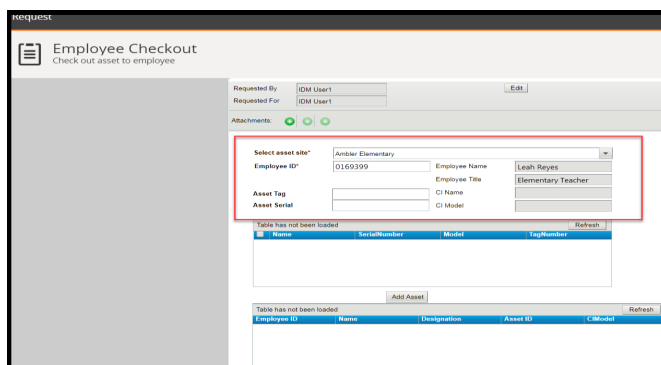


SECTION 2: ISSUE DEVICE TO EMPLOYEE

Step 3

EMPLOYEE INFORMATION

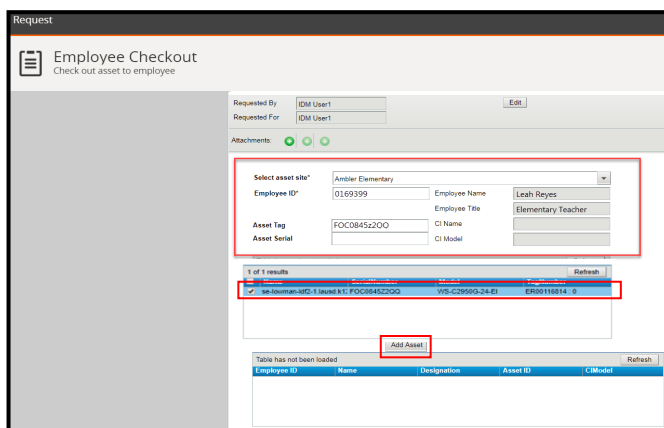
- Select from dropdown the **site** where device belongs
- Scan or enter **Employee ID**
 - * Employee information will be displayed



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**



Employee ID	Name	Designation	Asset ID	CName	CIModel
10013358	LEAH REYES	CONTRACTOR	ER00116814 : 0	se-lowman-ldf2-1.lau	ISM - MainWS-C295

Device(s) handed out by Employee* 20807371 Expected Return Date 06/05/20

TERMS AND AGREEMENT
 District property is purchased with public funds and may not be used for personal benefit. With authorization, an employee may borrow equipment/property for use consistent with relative District rules, policies and regulations. The loaned equipment/property is subject to the below items:
 1. Loaned equipment/property listed on this form may be used off premises of the LAUSD only in furtherance to educational or administrative objectives of the LAUSD.
 2. Use of equipment/property for the benefit of persons or organizations other than the assignee is not authorized.
 3. Loaned equipment/property listed on this form shall be reasonably safeguarded and secured in accordance with Board Rule 1704, Administrative Regulations.
 4. Restitution will be made for willful or negligent loss, damage, or improper use.
 5. Use of equipment/property for reasons other than its intended purpose may be subject to disciplinary action.
 6. Loaned equipment/property listed on this form remains the property of the LAUSD and will be returned on or before expiration of the loan period or upon the request of the District.
 7. Any loss of equipment/property shall be immediately reported to LAUSD School Police at (213) 625-6631.
 8. Damaged or defective property should be returned to the Instructional Device Manager (IDM) or school administrator.

I Accept Enter Single Sign-on* (Enter your LAUSD email address) leah.reyes@lausd.net



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**

