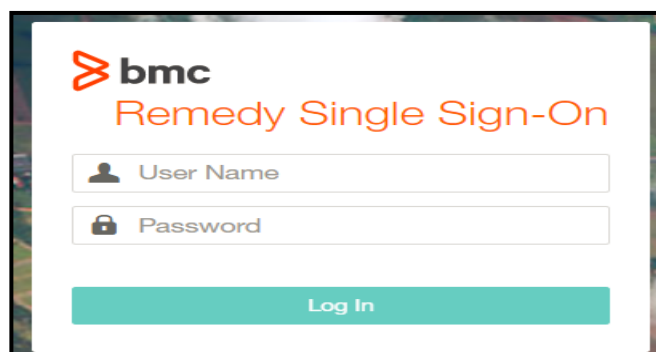


## SECTION 3: RETURN DEVICE TO INVENTORY (CHECK IN)

### Step 1

#### REMEDY SINGLE SIGN-ON

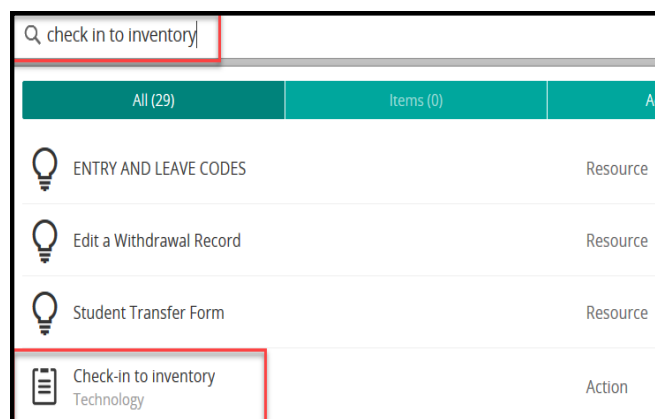
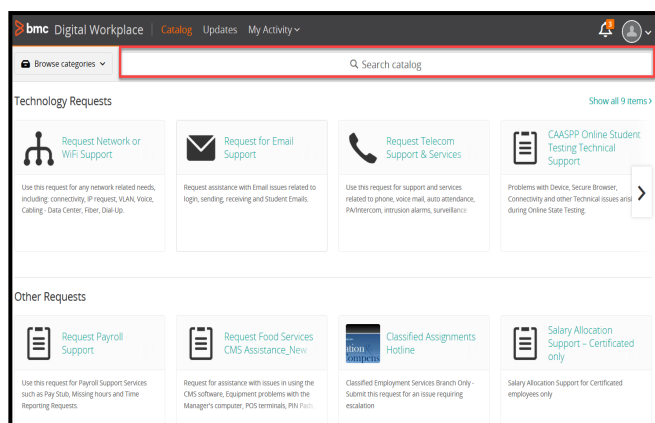
- Go to <https://lausd-myit.onbmc.com/>
- Sign in using your single sign-on
- Click **Log In**



### Step 2

#### SEARCH FOR REQUEST

- In search box, type in **Check-in to Inventory**
- Select **Check-in to Inventory** from search results





SECTION 3: RETURN DEVICE TO INVENTORY (CHECK IN)

Step 3

LOCATION INFORMATION

- Select from dropdown the **site** device belongs
- Select from dropdown the **room** where device will be stored

Requested By: Diana Gutierrez [Edit]

Requested For: Diana Gutierrez

Note: Press "Enter" key after populating Asset Tag or Serial Number to fetch the details.

Select asset site\*: Westchester Enriched Sciences Magnets-Health/Sports Med Mag

Room\*: Safe Room

Step 4

ASSET INFORMATION

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

Asset Tag: CS66744

Serial Number: [Empty]

1 of 1 results [Refresh]

Asset Tag	Asset Serial	Product Name	Model	Make	PO#	Student/Employe...
CS66744	DMPM60KWFK11	iPad Air		Tablet/iPad Apple		

Close [Submit]

Step 5

CONFIRMATION

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

BMC Remedy User - Note

Your Request REQ000000596664 has been submitted. (ARNOTE 45352)

OK