

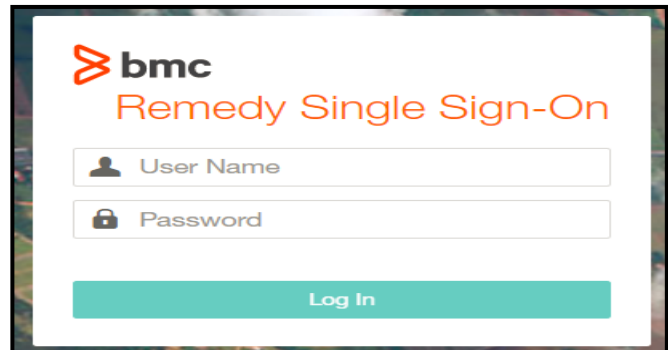


### SECTION 3: RETURN DEVICE TO INVENTORY (CHECK IN)

#### Step 1

##### REMEDY SINGLE SIGN-ON

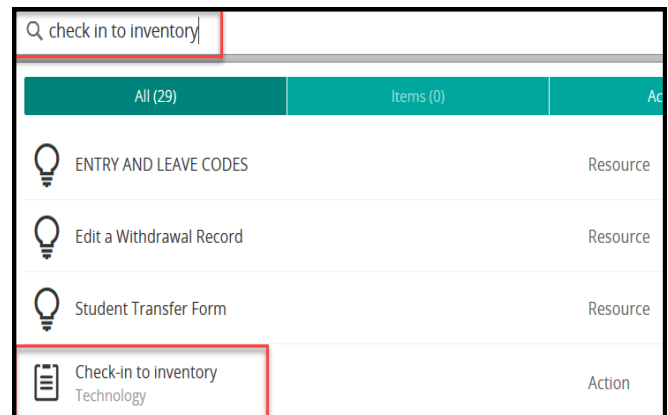
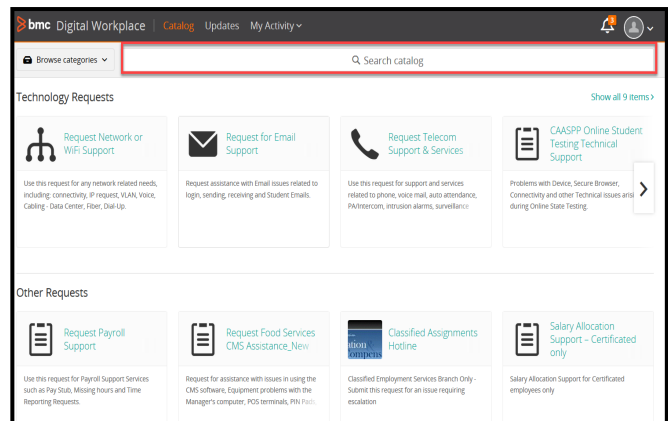
- Go to <https://lausd-myit.onbmc.com>
- Sign in using your single sign-on
- Click **Log In**



#### Step 2

##### SEARCH FOR REQUEST

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



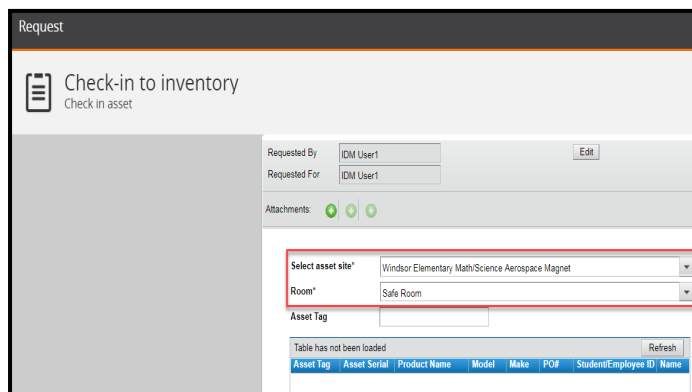


SECTION 3: RETURN DEVICE TO INVENTORY (CHECK IN)

Step 3

LOCATION INFORMATION

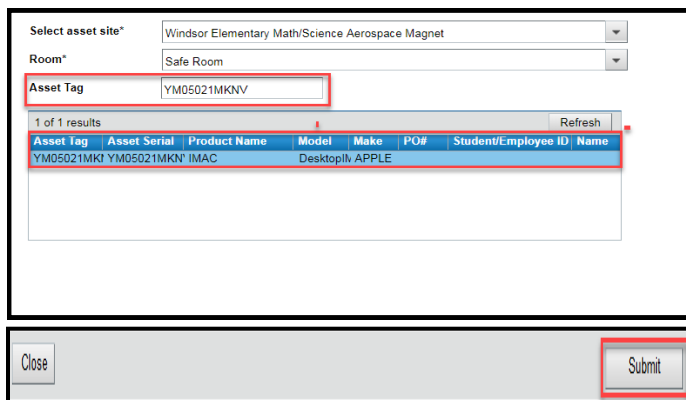
- Select from dropdown the **site** device belongs
- Select from dropdown the **room** where device will be stored



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
  - \* Employee will receive confirmation email
- Click **OK**

