

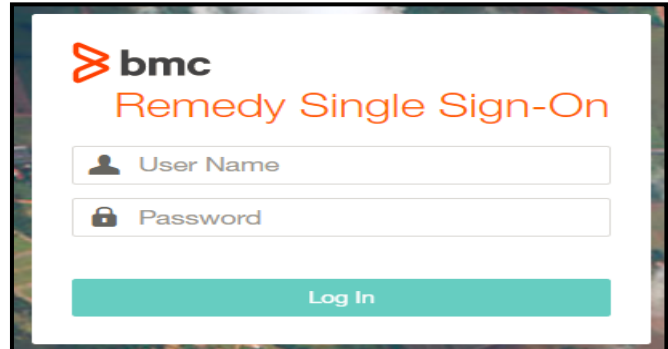


SECTION 8: RECOVERED LOST OR STOLEN DEVICE

Step 1

REMEDY SINGLE SIGN-ON

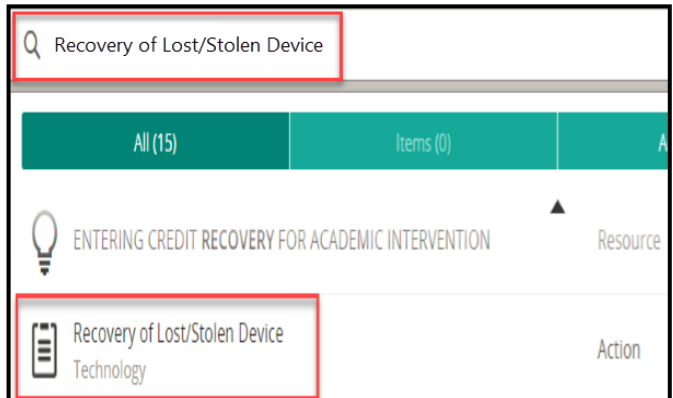
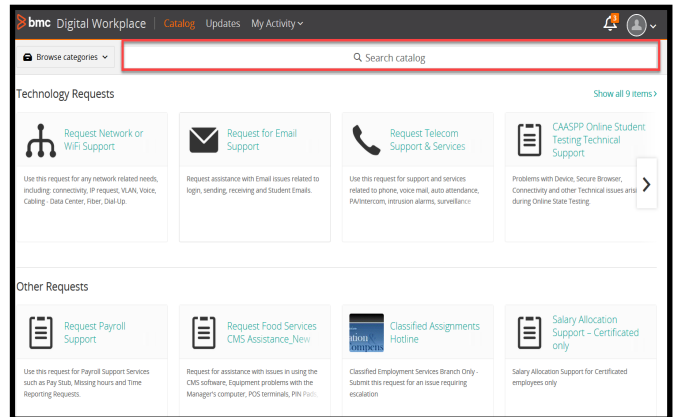
- Go to <https://lausd-myit.onbmc.com>
- Sign in using your single sign-on
- Click **Log In**



Step 2

SEARCH FOR REQUEST

- In search box, type in **Recovery of Lost/Stolen Device**
- Select **Recovery of Lost/Stolen Device** from search results





## SECTION 8: RECOVERED LOST OR STOLEN DEVICE

### Step 3

#### ASSET INFORMATION

- Select from dropdown the **site** where device is turned in and will be stored
- Scan or Enter **asset tag or case tag**
- Press **enter**
- After scanning or entering asset or case tag, location where device was assigned will be displayed in the "**Asset Original Location**" and all other asset information will be displayed

Request Share ✕

### Recovery of Lost/Stolen Device

Recovery of Lost/Stolen Device

Instructions are shown here!

Request for: IDM User2 [Change](#)

Email: lausd.remedy@lausd.net [Edit](#)

Phone: ###

#### Request Details

Recovered at \*

Windsor Elementary Math/Science Aerospace Magnet

Provide Serial Number or Asset Tag or Case Tag \*

XA9360KFGVK

Asset Original Location

Windsor Elementary Math/Science Aerospace Magnet

### Step 4

#### STORAGE LOCATION

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

Manufacturer \*

If Product manufacturer and model are not displayed, it means the asset entered does not exist in the system)

APPLE

Room \*

Library



SECTION 8: RECOVERED LOST OR STOLEN DEVICE

Step 5

COMPLETE REQUEST

- Click **Submit Request**

Site  
Windsor Elementary Math/Science Aerospace Magnet

Asset Status  
In Inventory

Asset Status Reason  
Lost-Stolen

Building  
Windsor Elementary Math/Science Aerospace Magnet

Attach a file to this request

Large attachments (2 MB and more) can take more time to upload

Submit Request Cancel

Step 6

CONFIRMATION

- Request to report recovered lost or stolen device is complete when message *“Your request has been submitted”* appears

Confirmed X

Your request has been submitted