

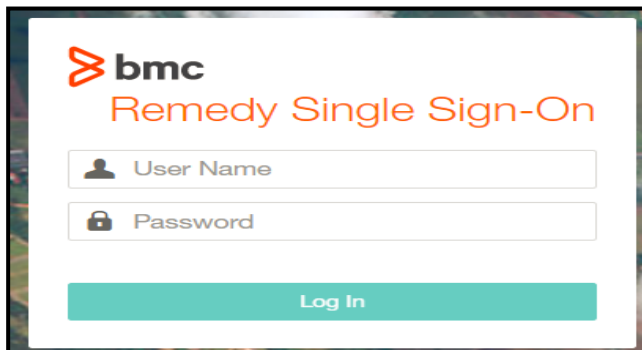


SECTION 10: UPDATE DEVICE FOR SALVAGE

Step 1

REMEDY SINGLE SIGN-ON

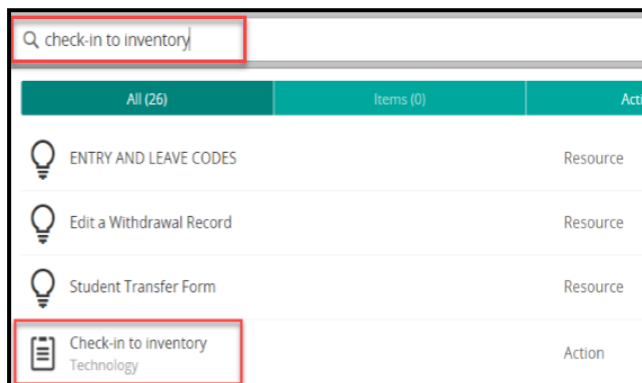
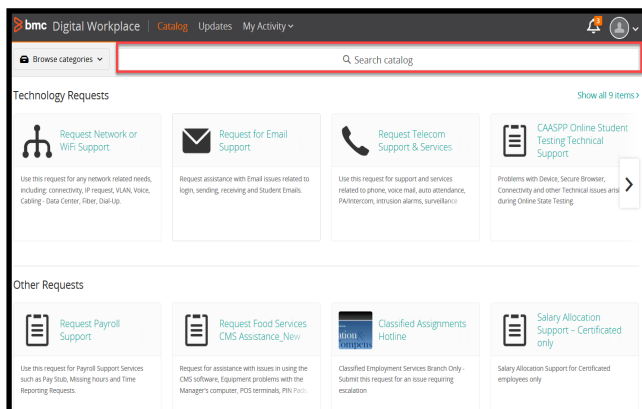
- Go to <https://lausd-myit.onbmc.com>
- Sign in using your single sign-on
- Click **Log In**



Step 2

SEARCH FOR REQUEST

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





SECTION 10: UPDATE DEVICE FOR SALVAGE

Step 3

SALVAGED LOCATION

- Select from dropdown the **site** of device being updated
- Select **Salvage** from room dropdown

Request

Check-in to inventory
Check in asset

Requested By: IDM User1 [Edit]

Requested For: IDM User1

Attachments: [Icons]

Select asset site*: Windsor Elementary Math/Science Aerospace Magnet

Room*: Salvage

Asset Tag: [Empty]

Table has not been loaded. Refresh

Asset Tag	Asset Serial	Product Name	Model	Make	PO#	Student/Employee ID Name
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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**

Select asset site*: Windsor Elementary Math/Science Aerospace Magnet

Room*: Salvage

Asset Tag: YM05021MKNV

1 of 1 results Refresh

Asset Tag	Asset Ser...	Product Name	Model	Make	PO#	Student/Employ...	Name	Site Selected	Room Selected
YM05021M	YM05021MK	IMAC	Desktop	APPLE				Windsor Elementi	Salvage

Submit

Step 5

CONFIRMATION

- Device information is updated when message *"Your request REQ_____ has been submitted"* appears
- Click **OK**

BMC Remedy User - Note

Your Request REQ000000596664 has been submitted. (ARNOTE 45352)

OK