

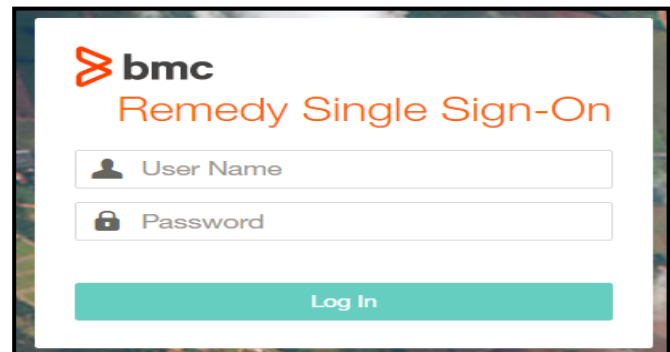


SECTION 11: SEARCH FOR DEVICE INFORMATION

Step 1

REMEDY SINGLE SIGN-ON

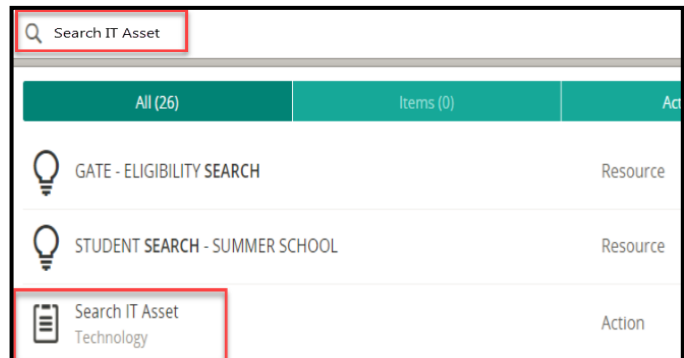
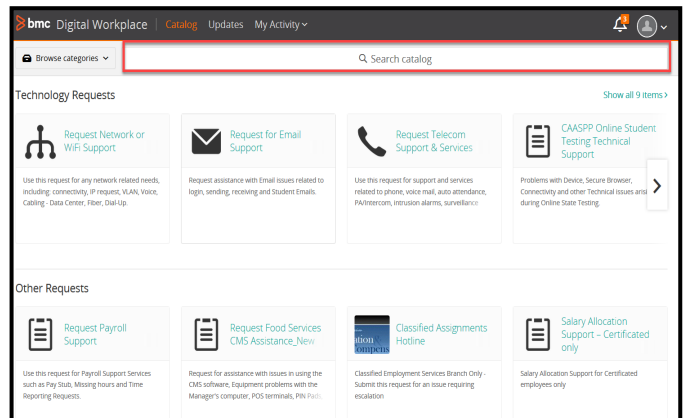
- Go to <https://lausd-myit.onbmc.com>
- Sign in using your single sign-on
- Click **Log In**



Step 2

SEARCH FOR REQUEST

- In search box, type in **Search IT Asset**
- Select **Search IT Asset** from search results





SECTION 11: SEARCH FOR DEVICE INFORMATION

Step 3

ENTER ASSET/CASE TAG

- Scan or enter **asset tag or case tag**
- Press **enter**

Request

Search IT Asset
Search device / IT Asset

Bottom of screen there are 2 buttons to select, Cancel and Submit. Either can be selected, preference is "Cancel"

If Product Model and Manufacture do not populate within 10 seconds, then device does not exist in the system.

Request for: IDM User1 [Change](#)

Request Details

Scan Asset Tag or Serial Number or Case Tag *

(Press the Tab key, after entering the value)

XA937348GVK

Step 4

ASSET INFORMATION

- Device Information will be displayed
 - Model
 - Manufacturer
 - Asset Site
 - Room
 - Asset Status
 - Asset Status Reason/Condition
 - Warranty End Date
 - PO Number
 - Last Checkout Date
 - Last Checkout To (ID)
 - Last Checkout To (Name)
 - Grade/Desk

Model
IMAC

Manufacturer
APPLE

Version, if any

Asset Site
Windsor Elementary Math/Science Aerospace Magnet

Room
Library

Asset Status
Deployed

Asset Status Reason/Condition
(if any)
Checked Out

Warranty End Date
Sep 22, 2021

PO Number
4500216600

Last Checkout Date
(if any)
Dec 31, 2015

Last Checkout To (ID)
01765432

Last Checkout To (Name)
Diana Gutierrez

Grade/Desk
10th

Home Room/Mail Stop
Science Room

Step 5

CLOSE REQUEST

- Click **cancel** to close request

Submit Request

Cancel