

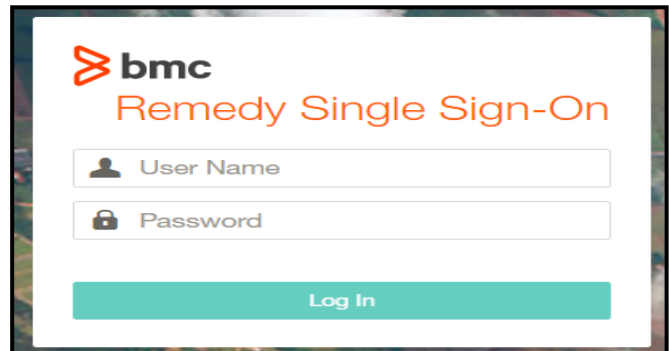


SECTION 12: SEARCH FOR DEVICE INFORMATION BY USER

Step 1

REMEDY SINGLE SIGN-ON

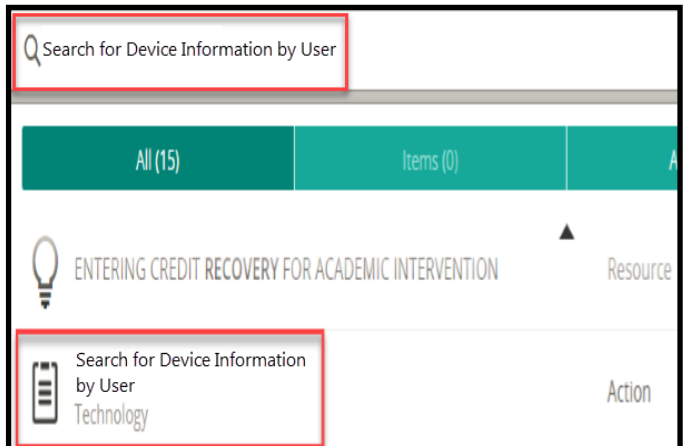
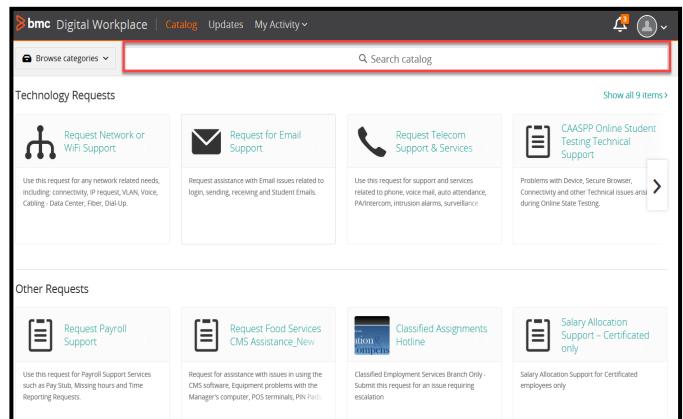
- Go to <https://lausd-myit.onbmc.com/>
- Sign in using your single sign-on
- Click **Log In**



Step 2

SEARCH FOR REQUEST

- In search box, type in **Search IT Asset**
- Select **Search for Device Information by User** from search results





SECTION 12: SEARCH FOR DEVICE INFORMATION BY USER

Step 3

ASSET INFORMATION

- Enter **student ID or employee ID**
- Click **search**
- User information will be displayed
 - Name
 - Department
 - Site
 - Home Room
- Device Information will be displayed
 - Manufacturer
 - Serial Number
 - Asset Tag
 - Status
 - Model
 - Case Tag
 - Location
 - Purchase Order Number
- * If results show multiple devices, select device to display information
- Click **close**

The screenshot shows the 'User Asset Information Search' interface. At the top, there is a search bar with the user ID '010306M074_o' and a 'Search' button. Below the search bar, the user's information is displayed: Name (John T Doe), Department (Students), Site (FAIRFAX SH SLC SCHOOL OF MAT), and Home Room (Miller). A table below shows 2 of 2 results for devices used by John T. Doe. The first device is a DELL LATITUDE E6430, and the second is an HP PROBOOK 440 G2 14 NOTEBOOK. Below the table, the device's details are shown: Manufacturer (DELL), Model (DELL LATITUDE E6430), Serial Number (bsk8px1), Case Tag (LAUSD0173106), Asset Tag (LAUSD0173106), Location (FAIRFAX SH SLC SCHOOL), and Status (Deployed). A 'Close' button is located at the bottom left of the interface.

Name	Used By
DELL LATITUDE E6430[-]DELL	John T Doe
HP PROBOOK 440 G2 14 NOTEBOOK[-]HP	John T Doe

Manufacturer	DELL	Model	DELL LATITUDE E6430
Serial Number	bsk8px1	Case Tag	LAUSD0173106
Asset Tag	LAUSD0173106	Location	FAIRFAX SH SLC SCHOOL
Status	Deployed	PO #	PG00000122869