

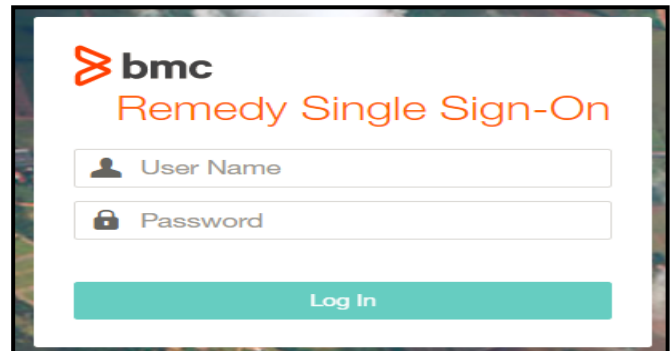


SECTION 12: SEARCH FOR DEVICE INFORMATION BY USER

Step 1

REMEDY SINGLE SIGN-ON

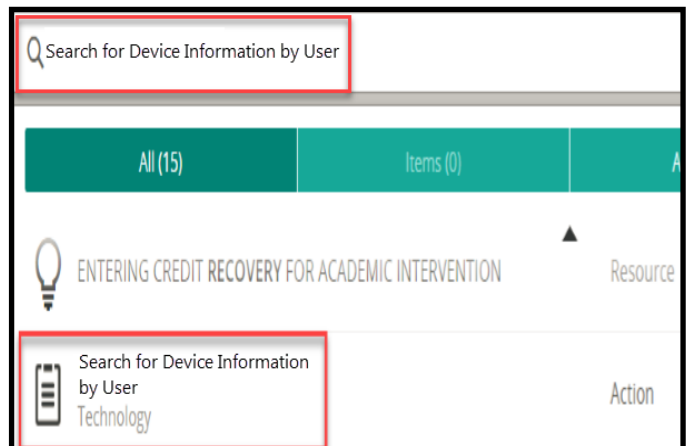
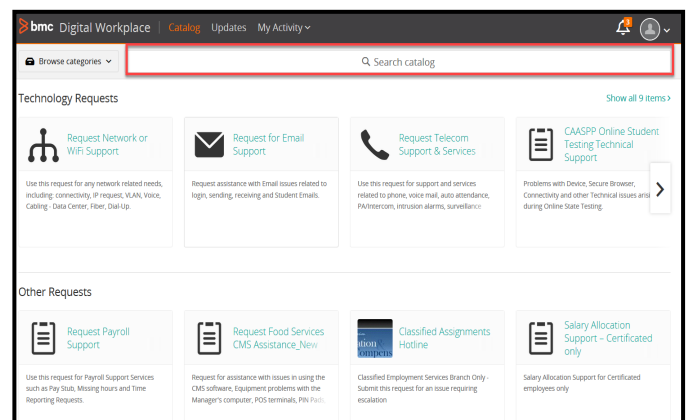
- Go to <https://lausd-myit.onbmc.com>
- Sign in using your single sign-on
- Click **Log In**



Step 2

SEARCH FOR REQUEST

- In search box, type in **Search for Device Information by User**
- 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 **cancel**

User Asset Information Search
User Asset Information Search

Instructions:

User ID* 010306M074_o Name John T Doe
Department Students
Site FAIRFAX SH SLC SCHOOL OF MAT
Home Room Miller

2 of 2 results

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