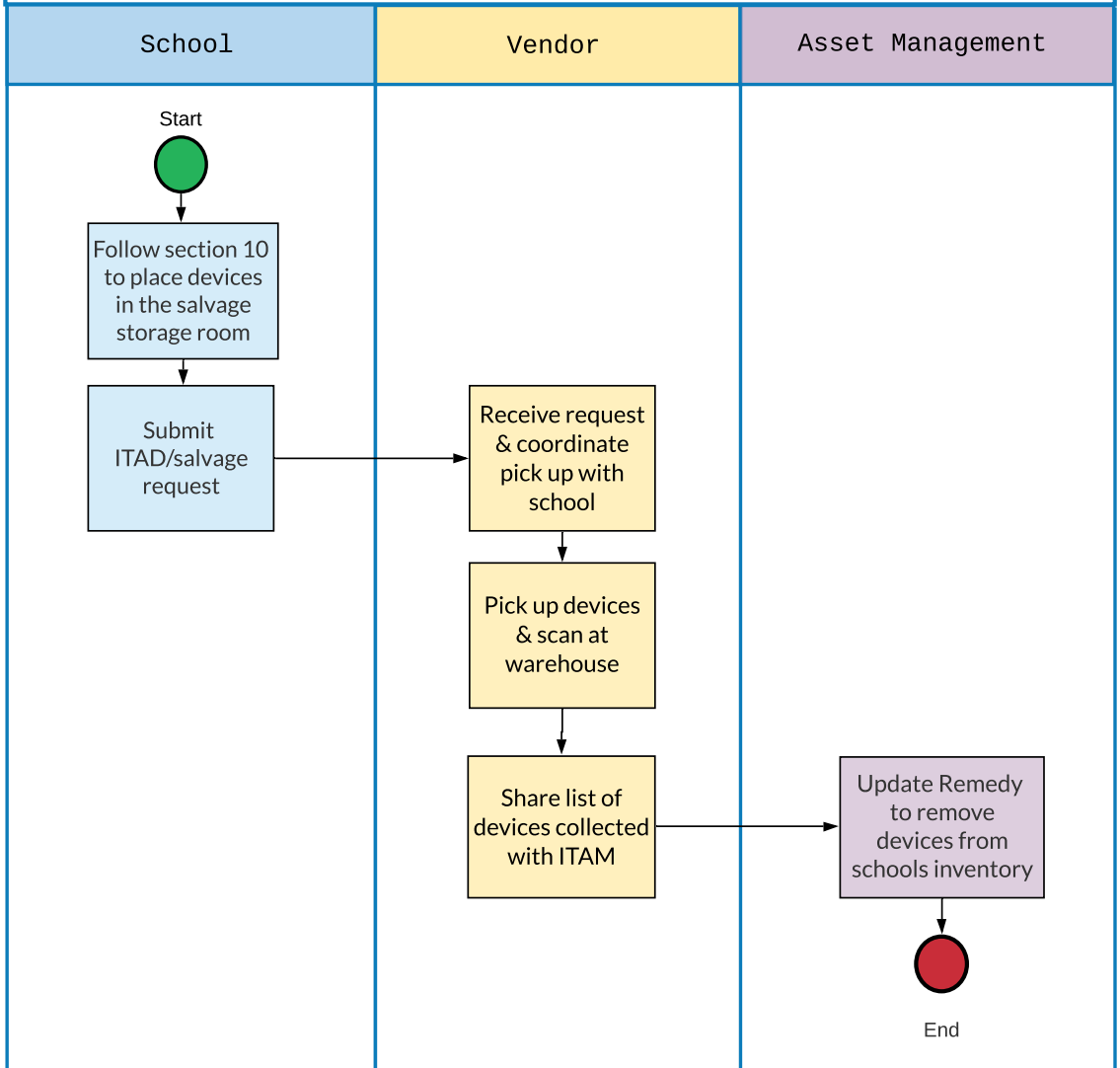


IT Asset Disposition/Salvage Process



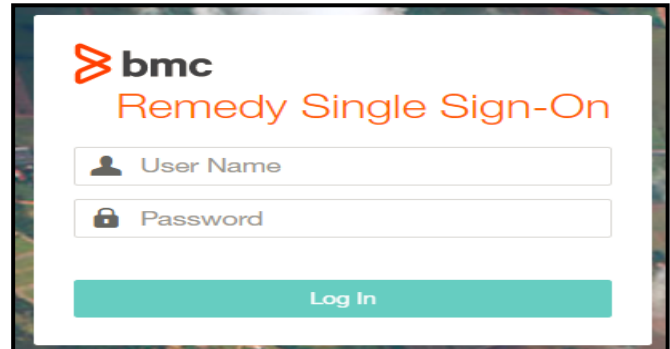


TECHNOLOGY SALVAGE/RECYCLING REQUEST

Step 1

REMEDY SINGLE SIGN-ON

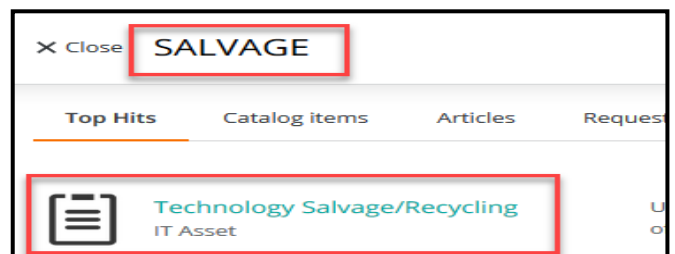
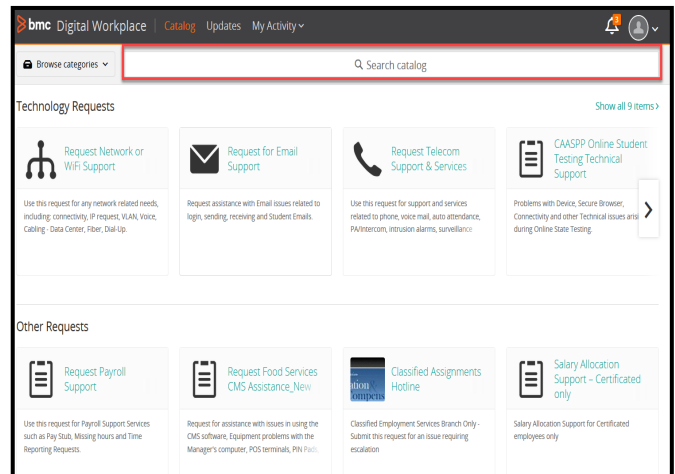
- Go to <https://lausd-myit.onbmc.com>
- Sign in using your single sign-on
- Click **Log In**



Step 2

SEARCH FOR REQUEST

- In search box, type in **Salvage**
- Click **Technology Salvage/Recycling** from search results





TECHNOLOGY SALVAGE/RECYCLING REQUEST

Step 3

TITLE I DEVICES

- Are any of the devices to be salvaged from the Title I or any other categorical program?

→ Select **no devices are from Title I or any other programs**

* If your school has devices from Title I or any other funded programs, follow [Title I guide](#).

Provide request details

Are any of the devices to be salvaged from the Title I or any other categorical program? *

At least one device is from Title I or other programs

No devices are from Title I or any other programs

Step 4

DEVICE TYPE

- Which type of devices need to be picked up?

→ Apple devices

→ Windows/Chromebook/Other devices

* Note: The District has 2 separate vendors for Apple devices and other device types. Please submit a separate request for salvaging Apple devices and a separate request for other device types – Window/Chromebook/others. Please do not mix devices in one request.

- Indicate the number of devices you would like picked up by device type

Which type of devices need to be picked up? *

Apple devices

Windows / Chromebook / Other devices

How many iPads? *

Min: 0 — Max: 20000

0

How many Apple laptops? *

Min: 0 — Max: 20000

0

How many Apple desktops? *

Min: 0 — Max: 20000

0

How many other Apple devices? *

Min: 0 — Max: 20000

0

How many Chromebooks? *

Min: 0 — Max: 20000

0

How many Windows laptops? *

Min: 0 — Max: 20000

0

How many Windows desktops? *

Min: 0 — Max: 20000

0

How many other devices? *

- "Other" does not refer to Apple devices.

Min: 0 — Max: 20000

0



TECHNOLOGY SALVAGE/RECYCLING REQUEST

Step 5

PICK UP LOCATION

- Select the school or office site from where the device should be picked up
- When should the devices be picked up from the site?
 - Monday through Friday
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
- What is the best phone number to contact you?

Select the school or office site from where the device should be picked up? *

122nd Street Elementary

When should the devices be picked up from the site? *

Monday through Friday

Monday

Tuesday

Wednesday

Thursday

Friday

What is the best phone number to contact you? *

123-456-7890

Step 6

LIST OF DEVICES

- Did you attach the list of devices that you are requesting to be salvaged?
 - Yes
 - Click on **Attach Files** to attach spreadsheet to ticket
- * Note: You may generate an assets deployed report and highlight the devices you would like picked up from your site
- Click **Submit Request**

Did you attach the list of devices that you are requesting to be salvaged? *

(Generate an Assets Deployed report and highlight devices that you are salvaging.)

Yes

No

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

Attach Files or drag and drop files here

Submit Request