

ITAM

Readiness Checklist



As you prepare for the upcoming school year, here are a few things that will help ensure you are tracking your IT Assets in compliance with the District's requirements.

- Designate an Instructional Device Manager (IDM) for the school year.
- Ensure your IDM has attended the ITAM-101 training. If not, please enroll in the ITAM-101 online training class in the Learning Zone and pass the assessment.
- Ensure your IDM has full access to Destiny Resource Manager. If not, let us know immediately.
- Physically count the devices in storage to determine if any devices are missing or were stolen during summer break. If there are any missing or stolen devices, follow the procedures in the ITAM handbook to report them.
- Check-in any recovered or late returned device in Destiny Resource Manager.
- Follow up with students who did not return their devices or peripherals. Follow District's restitution policy on fines and order replacement(s) if needed.
- Contact ITAM to activate any frozen/disabled devices on your campus, and update Destiny Resource Manager accordingly.
- Be sure to update the Desktop Computer Inventory System (DCIS) with any changes for other IT assets.

- Contact Help Desk for any technical support

<http://achieve.lausd.net/helpdesk> or (213) 241-5200



Don't forget to bookmark our website for easy access to bulletins, helpful information, and other quick references.

☐ Do we have a designated Instructional Device Manager (IDM) on staff?

☐ Has IDM attended training?

☐ Does IDM have full access to Destiny Resource Manager?

☐ Did we physically count devices in storage?

☐ Were there any missing or stolen devices discovered?

☐ Have we contacted ITAM to unlock frozen/disabled devices?

☐ Have we confirmed that DCIS is accurate?

☐ Bookmarked ITAM's website

IT ASSET MANAGEMENT

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