

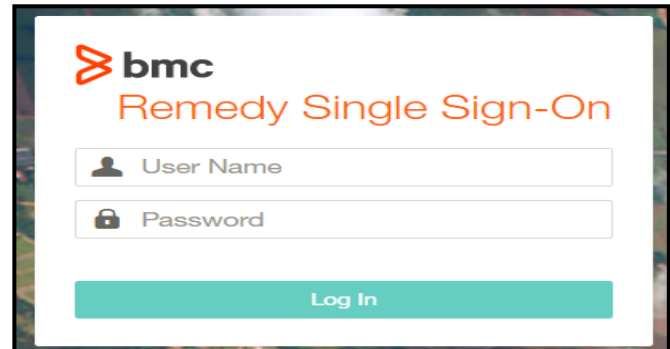


## SECTION 1: ISSUE DEVICE TO STUDENT

## Step 1

## REMEDY SINGLE SIGN-ON

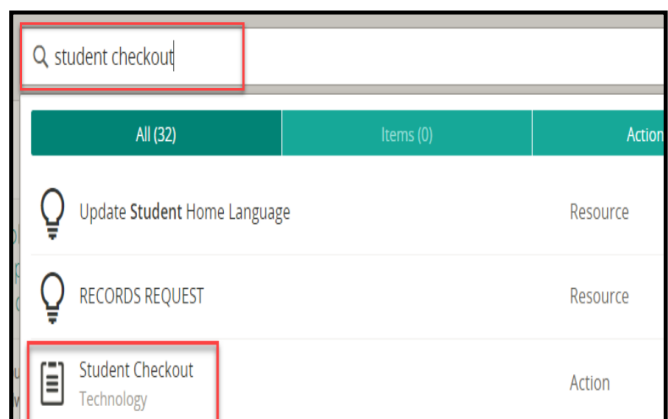
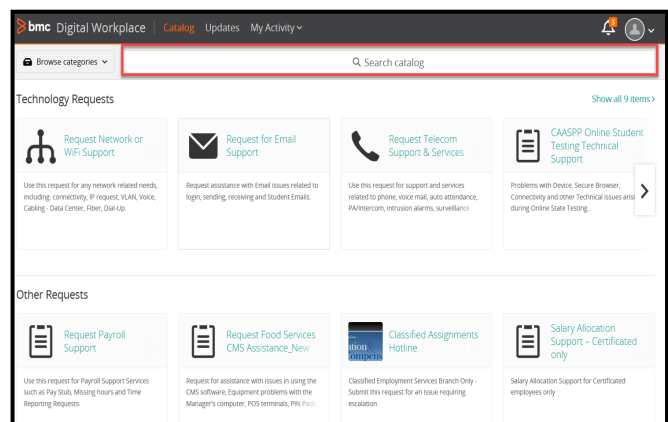
- Go to <https://lausd-myit.onbmc.com>
- Sign in using your single sign-on
- Click **Log In**



## Step 2

## SEARCH FOR REQUEST

- In search box, type in **Student Checkout**
- Select **Student Checkout** from search results





## SECTION 1: ISSUE DEVICE TO STUDENT

## Step 3

## STUDENT INFORMATION

- Select from dropdown the **site** you are checking out device
- Scan or enter **Student ID** or **Student SSO (email address)**
- Press the **enter** key
  - \* Student information will be displayed

## Step 4

## ASSET INFORMATION

- Scan or enter **asset tag/case tag** or **serial number**
- Press the **enter** key
  - \* Asset data will be displayed
  - \* Maximum of 40 devices can be scanned or entered per transaction
- Click **Submit**

Student ID	Asset ID	Name	Grade	Home Room	Contact Type	CI Name	CI Model
072507F039	LAUSD0493	GABRIEL	8	CHARLES, GAGE,	Student	Apple-UnknownM	TabletPadApple

## Step 5

## CONFIRMATION

- Device information is updated when message *"Your request REQ\_\_\_\_\_ has been submitted"* appears
- Click **OK**