IT Asset Disposition/Salvage Process

School	Vendor	Asset Management

School

Start

Follow section 10 to place devices in the salvage storage room

Submit ITAD/salvage request

Vendor

Receive request & coordinate pick up with school

Pick up devices & scan at warehouse

Share list of devices collected with ITAM
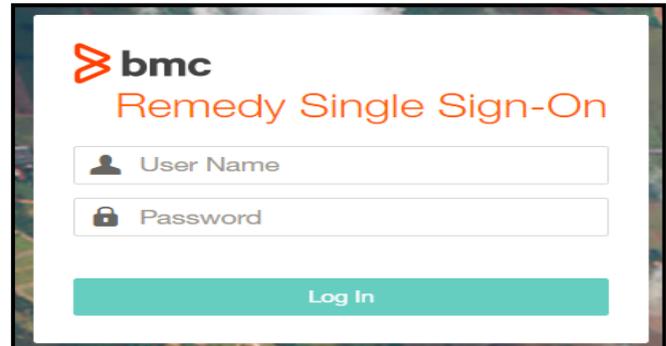
Asset Management

Update Remedy to remove devices from schools inventory

End
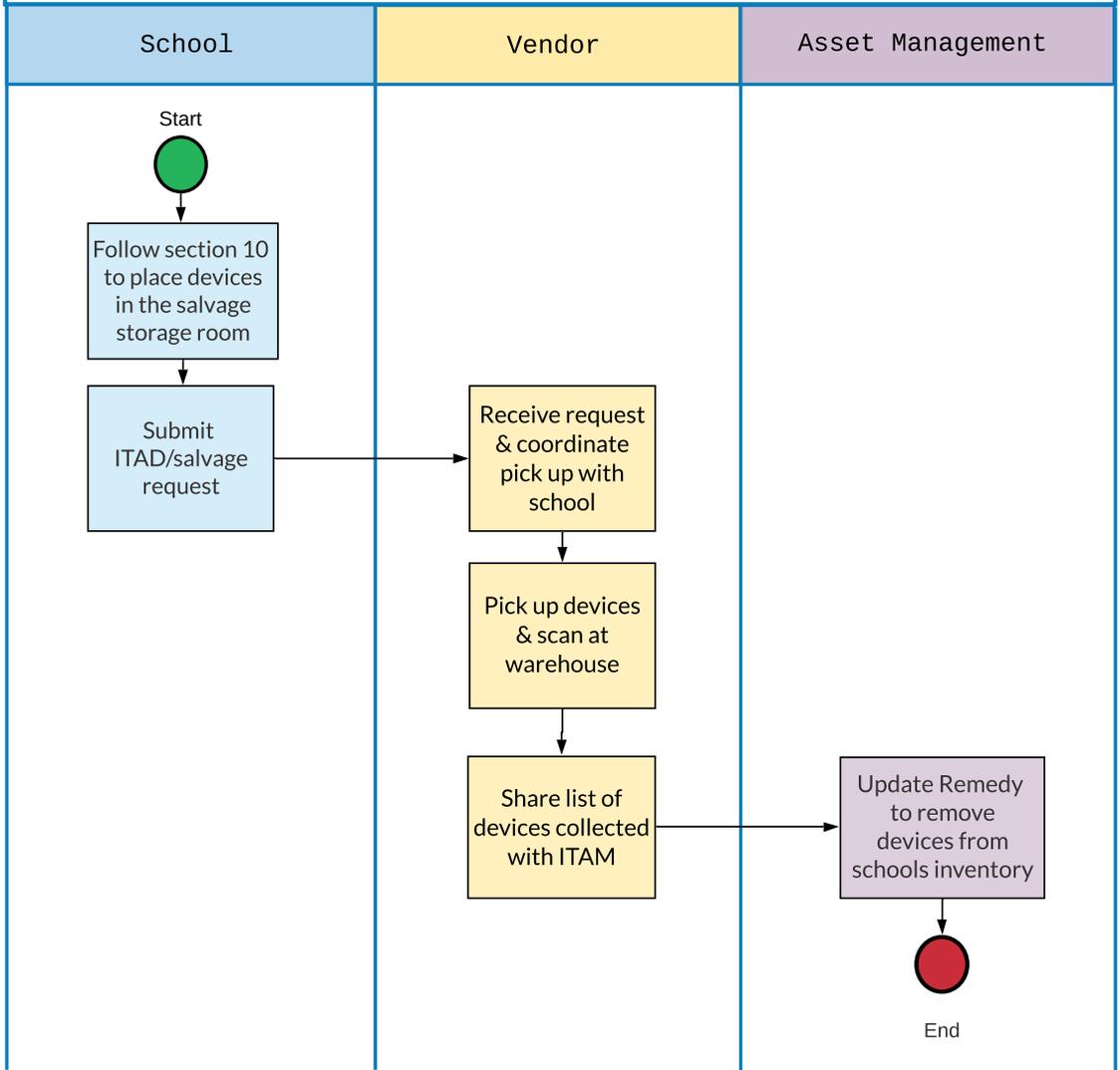
TECHNOLOGY SALVAGE/RECYCLING REQUEST

Step 1

REMEDY SINGLE SIGN-ON

- Go to https://lausd-myit.onbmc.com
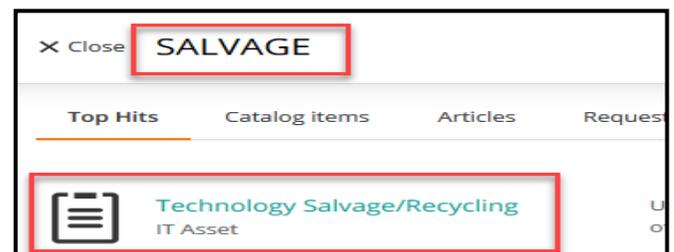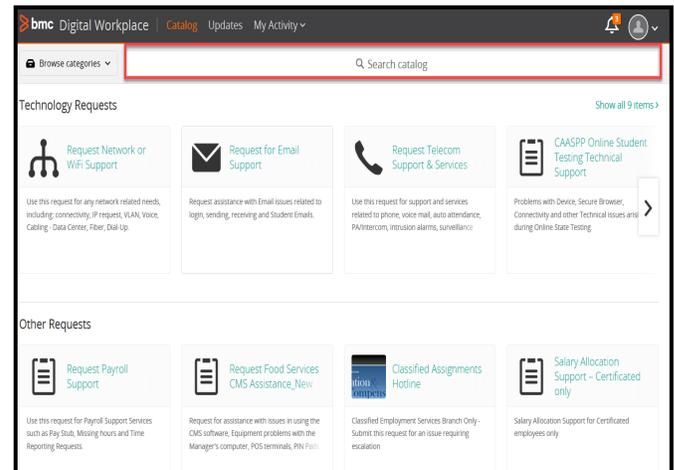
- Sign in using your single sign-on

- 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

DETAILS

- This Service Catalog is currently undergoing changes. Please move forward with this form to salvage all computing devices (including Title I).

  → Select radio button to move forward with request

Provide request details

This Service Catalog is currently undergoing changes. Please move forward with this form to salvage all computing devices (including Title I).

○ 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