

TechRefresh: Device Portal Submission

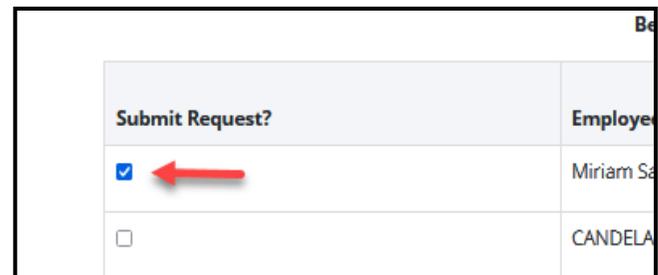
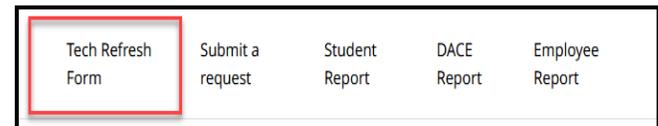
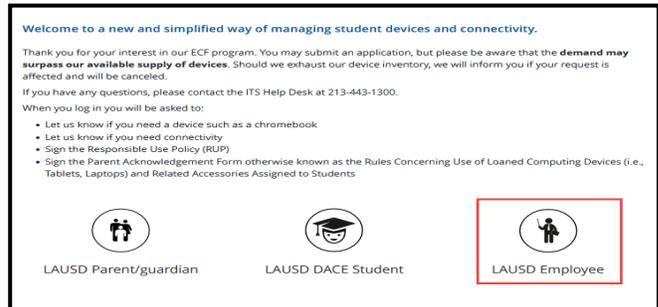
01. Log in

- Go to device.lausd.net
- Sign in using your single sign-on
- Click **Log In**

*Note only the principals and assistant principals will be able to access the form

02. Form

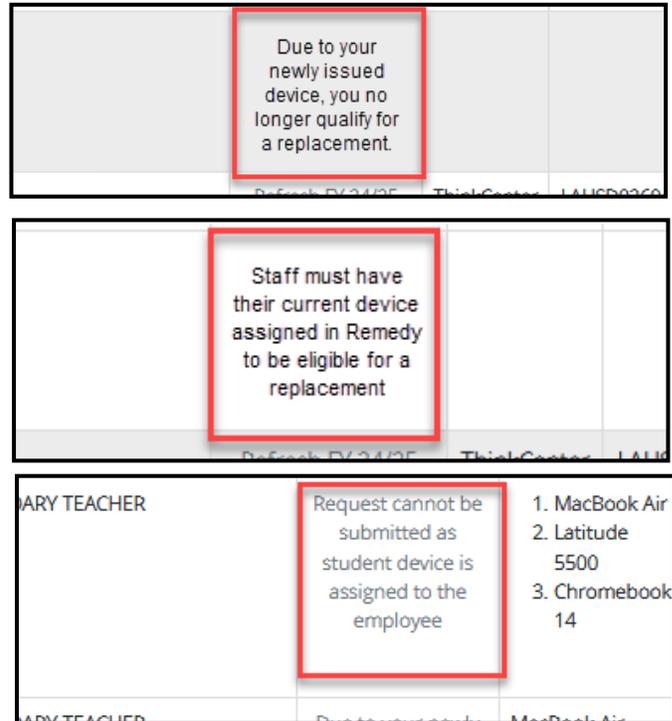
- Select **TechRefresh Form**
- Scroll down to view the list of eligible staff
- Select **Submit Request** checkbox
- Click on dropdown under **New Device Type**
 - Windows Laptop
 - Apple Laptop
 - Employee Left District
 - Employee Transferred
 - Opt Out
- * If you have office staff receiving a replacement, you will see the following options:
 - Windows Laptop
 - Apple Laptop
 - Windows Desktop
 - Employee Left District
 - Employee Transferred
 - Opt Out



TechRefresh: Device Portal Submission

O3. Context

- Under **New Device Type**, you may see one of the following notes which means your staffs inventory needs assistance in order to move forward with submitting request:
 - **Due to your newly issued device, you no longer qualify for a replacement.**
 - At time of assessment, staff had a device that qualified for a replacement. However, the newly issued device removes them from qualification.
 - **Staff must have their current device assigned in Remedy to be eligible for a replacement.**
 - Staff does not have a device assign and will not receive one until currently used device is assigned.
 - **Request cannot be submitted as student device is assigned to the employee**
 - Staff must return student device and have aged device checked out in Remedy to be eligible for replacement .



O4. Confirmation

- Select the **check box** if you agree and understand the following statement:
- Click **Submit**

