TechRefresh: Device Portal Submission

O1. Log in

- Go to <u>device.lausd.net</u>
- Sign in using your single sign-on
- Click Log In

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

O2. Form

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



Tech Refresh Submit a Student DACE Employee Form request Report Report Report

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Submit Request?	Employee		
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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



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 By checking this box, indicates your staff w 	you are verifying the dev ill be able to continue the	ice type for the positions above or air day to day operations. Note: D	n behalf of your emplo	yees. The device typ dified after submis	e selected above
receive the devices	in a timely manner.	and any control operations. Note: D	erree earlier be me	amea arear submis	sion to ensure yo
		Submit			