

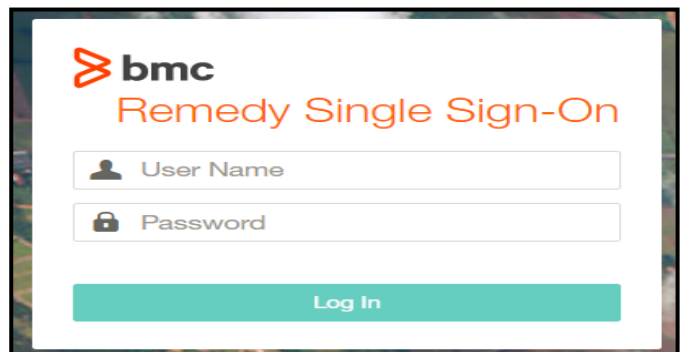


SECTION 5: CHANGE DEVICE LOCATION WITHIN THE SITE

Step 1

REMEDY SINGLE SIGN-ON

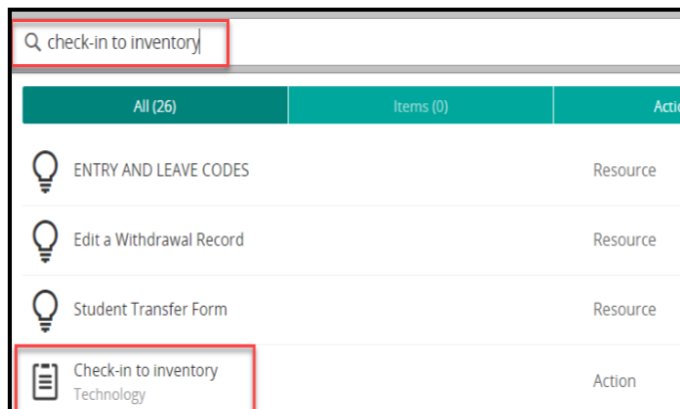
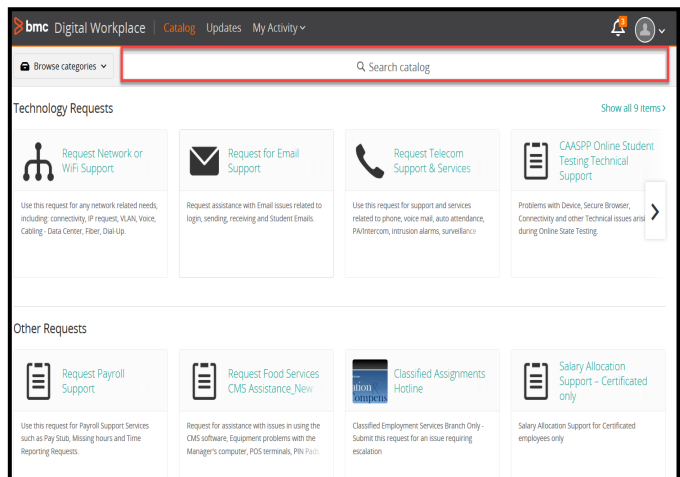
- Go to <https://lausd-myit.onbmc.com/>
- Sign in using your single sign-on
- Click **Log In**



Step 2

SEARCH FOR REQUEST

- In search box, type in **Check-in to Inventory**
- Select **Check-in to inventory** from search results





SECTION 5: CHANGE DEVICE LOCATION WITHIN THE SITE

Step 3

LOCATION INFORMATION

- Select from dropdown the **site** device belongs
- Select from dropdown the **room** where device will be stored

Request

Check-in to inventory
Check in asset

Requested By: [IDM User1] [Edit]

Requested For: [IDM User1]

Attachments: [Green icons]

Select asset site*: Windsor Elementary Math/Science Aerospace Magnet

Room*: Safe Room

Asset Tag: []

Table has not been loaded

Asset Tag	Asset Serial	Product Name	Model	Make	PO#	Student/Employee ID	Name
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Step 4

ASSET INFORMATION

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

Select asset site*: Windsor Elementary Math/Science Aerospace Magnet

Room*: Safe Room

Asset Tag: YM05021MKNV

1 of 1 results

Asset Tag	Asset Serial	Product Name	Model	Make	PO#	Student/Employee ID	Name
YM05021MKI	YM05021MKN	IMAC	Desktop	APPLE			

Close [Submit]

Step 5

CONFIRMATION

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

BMC Remedy User - Note

Your Request REQ000000596664 has been submitted. (ARNOTE 45352)

OK