

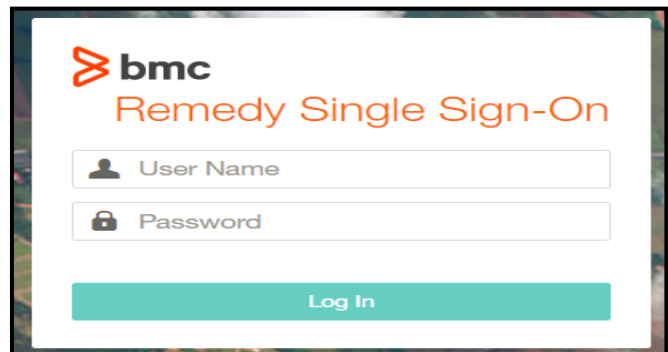


### SECTION 9: TRANSFER DEVICE FROM SITE TO SITE

#### Step 1

##### REMEDY SINGLE SIGN-ON

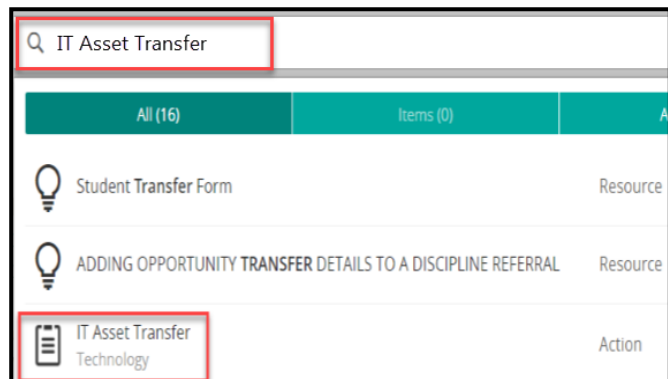
- Go to <https://lausd-myit.onbmc.com/>
- Sign in using your single sign-on
- Click **Log In**



#### Step 2

##### SEARCH FOR REQUEST

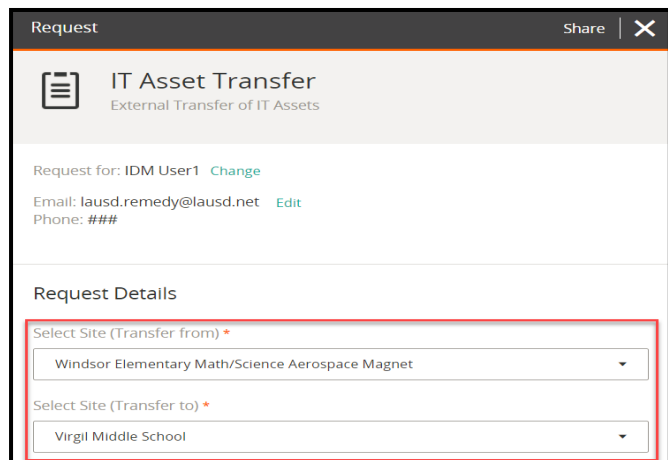
- In search box, type in **IT Asset Transfer**
- Select **IT Asset Transfer** from search results



#### Step 3

##### TRANSFER DEVICE

- Select from dropdown the **site** where device will be transferred **from**
- Select from dropdown the **site** where device will be transferred **to**





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## Step 4

## ASSET INFORMATION

- Scan or enter **asset tag or case tag**
  - \* Asset data will be displayed

Provide Serial Number or Asset Tag or Case Tag \*  
(Press the Tab key, after key in the value)

Model \*  
(If Product manufacturer and model are not displayed, it means the asset entered does not exist in the system)

Manufacturer \*  
(If Product manufacturer and model are not displayed, it means the asset entered does not exist in the system)

## Step 5

## COMPLETE REQUEST

- In **Reason for Transfer** field, enter reason why device is being transferred
- Click **Submit Request**

CI Name

CI Status

CI Status Reason

Used By

Reason for Transfer \*

## Step 6

## CONFIRMATION

- Request to transfer device from site to site is complete when message *"Your request has been submitted"* appears

Confirmed ✕

Your request has been submitted

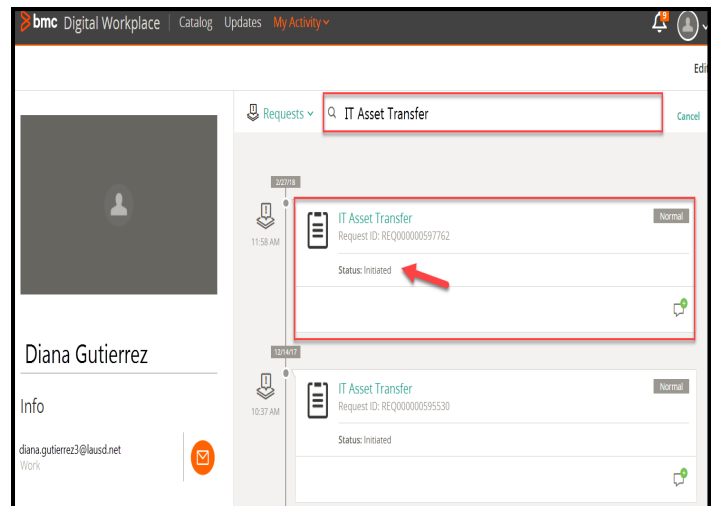
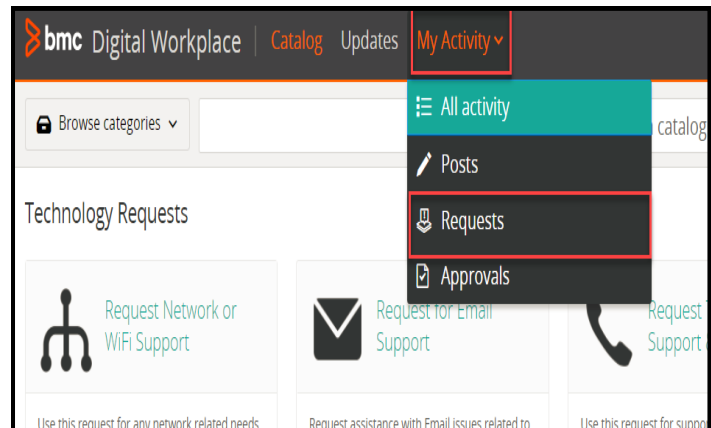


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#### Step 7

##### MY ACTIVITY

- Select **My Activity**
- Click on **Request**
- To locate ticket, type **IT Asset Transfer** in search box or scroll down to date and time of submission
- Click on ticket





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### Step 8

#### STATUS OF TICKET

- If status is initiated, transfer has been approved
- If status is awaiting approval, transfer is pending
- Click the X once status has been verified

This screenshot shows a 'Request Details' window for an 'IT Asset Transfer' request. The request ID is REQ00000597762 and the status is 'Initiated'. The requester is Diana Gutierrez. The description is 'External Transfer of IT Assets'. There are 6 approvers, with 'Prabhu Ajit + 5 Others' listed. A green checkmark icon is visible under the approvers, indicating approval. The status bar at the top right shows 'Normal' and the date 'Feb 27, 2018'. At the bottom, there are 'Request Again' and 'Cancel Request' buttons.

This screenshot shows a 'Request Details' window for an 'IT Asset Transfer' request. The request ID is REQ00000595873 and the status is 'Waiting Approval'. The requester is Diana Gutierrez. The description is 'External Transfer of IT Assets'. There are 4 approvers, with 'Prabhu Ajit + 3 Others' listed. A red circle icon is visible under the approvers, indicating a pending approval. The status bar at the top right shows 'Normal' and the date 'Dec 18, 2017'. At the bottom, there are 'Request Again' and 'Cancel Request' buttons.