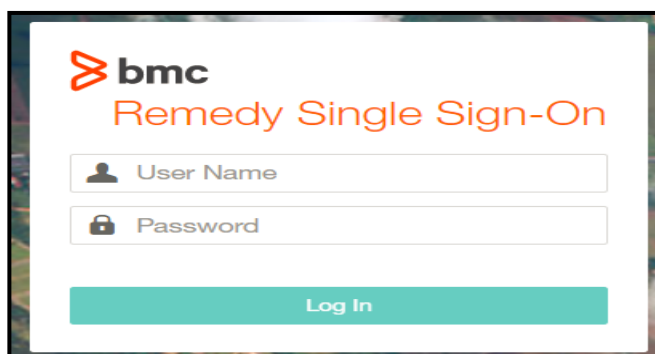


BULK ASSET TRANSFER

Step 1

REMEDY SINGLE SIGN-ON

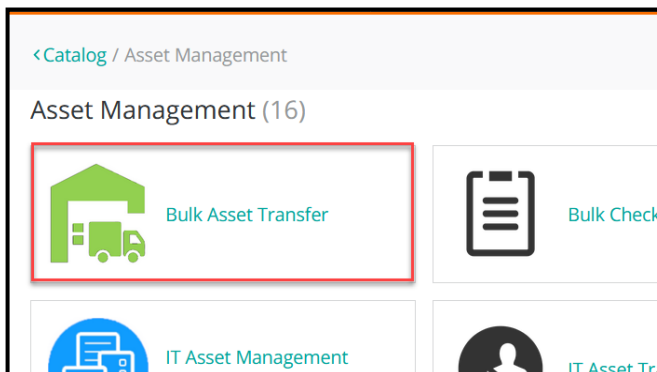
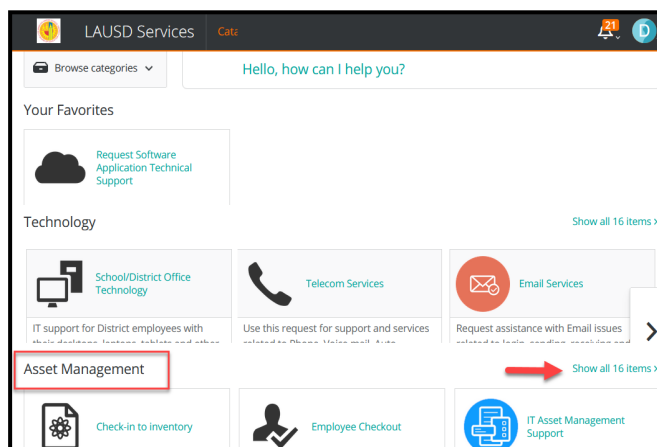
- Go to <https://lausd-myit.onbmc.com>
- Sign in using your single sign-on
- Click **Log In**



Step 2

SEARCH FOR REQUEST

- Scroll down to the **Asset Management** library
- Click on **Show all 16 items**
- Click on **Bulk Asset Transfer**





BULK ASSET TRANSFER

Step 3

REQUEST TO ADD

- Click on **CLICK HERE** to download asset import template
 - * A pop up window will appear

Description

This Catalog is for request to Bulk Transfer devices from one location to another

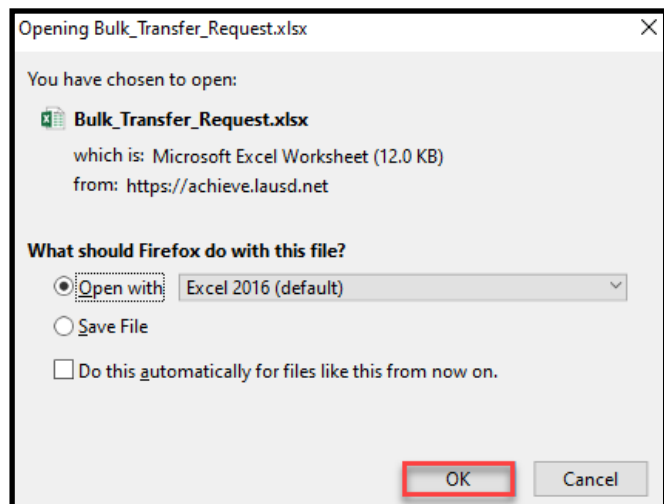
Please **CLICK HERE** to download the Bulk Transfer Template.

Please fill out the Bulk Transfer Template and then attach it to this request and click on "Submit Request"

Step 4

IMPORT FILE

- Click **OK** to download template
- Fill in the fields:
 - Asset Tag or Serial Number
 - * The IMEI for hotspots is both the asset tag/serial number. You may input in either field.
 - Cost Center
- Save template once complete



	A	B	C
1	Asset Tag	Serial Number	Cost Center
2			
3			



BULK ASSET TRANSFER

Step 5

TRANSFER LOCATION

- Select the site that you would like to transfer the device to
 - * Note– If devices need to be transferred to multiple locations, you may indicate that in the template
- Did you fill out the requested information within the bulk transfer template and attach it to this request?
 - Select **yes**
- Click on **Attach a file to this request** and select saved excel template
- Click on **Submit Request**

Please select the Site that you would like to transfer the device to: *

Did you fill out the requested information within the bulk transfer template and attach it to this request? *

Yes

No

Large attachments (2 MB and more) can take more time to upload

or drag and drop files here

Step 6

CLOSE REQUEST

- Click **cancel** to close request