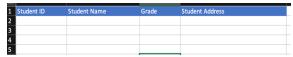
HotSpot Requests for Students WITHOUT Home Internet

A special field has been created in Remedy specifically for hotspot requests in bulk. The staff member responsible for requesting hotspots will need to do the following:

- Log in to Remedy https://lausd-myit.onbmc.com/dwp/app/#/catalog
- Click on "Request for Wi-Fi Hotspots" (see graphic below)
- Download the Hotspot Request Template to your laptop/desktop

IMPORTANT:

- Download the Hotspot Request Template
- A completed document must be attached to all requests.
- For more information, please visit https://achieve.lausd.net/itam
- Complete the Excel sheet *only* for students that need Internet access at home.
 - student name
 - o grade
 - student ID
 - o student address



 Complete the remainder of the on-line request form (Quantity, Select School Site, Confirm Completed Hotspot Template is attached)



Attach the Excel template (Attach Files circled in RED in the graphic below)

ITD will make arrangements for delivery of the hotspots to the school.

