

# 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
  - grade
  - student ID
  - student address

1	Student ID	Student Name	Grade	Student Address
2				
3				
4				
5				

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

The screenshot shows the 'Request for Wi-Fi Hotspots' form. It includes a description, an important note about the template, and several input fields: 'How many Wi-Fi Hotspots are being requested?', 'To which school site will the Wi-Fi Hotspots be delivered?', and 'Please confirm the Hotspot request template is attached below'. The 'Attach Files' button is circled in red.

- 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.

