



IT ASSET MANAGEMENT

THE IT ASSET MANAGEMENT OFFICE IS
RESPONSIBLE FOR MAINTAINING THE DISTRICT'S
IT ASSET INVENTORY.

ITASSETMGMT@LAUSD.NET

ACHIEVE.LAUSD.NET/ITAM

(213) 241-3023



ASSET MANAGEMENT TOOLS

Previous tools:

- Destiny Resource Manager (DRM)
- Desktop Computer Inventory System (DCIS)
- Inventory Control Form via EZ Access

Effective 11.01.18 we have migrated all data to a single location

<https://lausd-myit.onbmc.com>

Schools and offices must use this system to check devices into their inventory as well as check in/out to students and staff.



ASSET MANAGEMENT PROCESS

- Principals designate a person from their staff to be their Instructional Device Manager (IDM) to manage/track their IT Assets
- Online training provided
- IT Asset Management Handbook
- Check-out to student when assigned a device; check-in when device is returned (student leaves, transfers, etc.)
- Check-out to teacher when assigned; check-in when device is returned
- Inventory Control Form integrated in Remedy system
- Shared-use checked out to teacher or Homeroom
- Any change to asset status (lost, stolen, returned, transferred, etc.) is updated using asset management tool



DEVICE THEFT, LOSS & NEGLIGENCE ACCOUNTABILITY

Our handbook outlines specific policies and procedures to:

- **Report assets lost, stolen or damaged**
- **Contact LA School Police for police report number**
- **Reference to our Responsible Use Policy, Restitution Policy along with other best practices is also provided within the handbook**

IT Asset Management works closely with our Field Techs as well as the Mobile Device Management team to use tools such as Aruba AirWave, AirWatch, Absolute, GoGuardian and the Google Console to locate, disable and/or recover IT Assets.



LOS ANGELES UNIFIED SCHOOL DISTRICT

IT ASSET MANAGEMENT SYSTEM

HANDBOOK OF BUSINESS PROCESS
FOR YOUR DIGITAL WORKPLACE

Table of Contents

Business Process Model Notation

Business Processes/Sections

- Section 1: Issue Device to Student
- Section 2: Issue Device to Employee
- Section 3: Return Device to Inventory (Check-in)
- Section 4: Receive Device and Place in Inventory
- Section 5: Change Device Storage Location Within the Site
- Section 6: Report Damaged Device
- Section 7: Report Lost or Stolen Device
- Section 8: Recovered Lost or Stolen Device
- Section 9: Transfer Device from Site to Site
- Section 10: Update Device for Salvage
- Section 11: Search for Device Information
- Section 12: Search for Device Information By User
- Section 13: Add Device to Inventory

Appendices

- Appendix A: Property Removal Form
- Appendix B: BUL-5269.2 Incident System Tracking Accountability Report (ISTAR)
- Appendix C: BUL-6916.0 Data Destruction and Disposal
- Appendix D: How to Arrange for Surplus Property (Salvage) Pick-Up
- Appendix E: How to Print Asset Tags

Additional Resources

- Contact Information
- Instructional Device Manager (IDM) Request and Approval Instructions
- Repair Vendor Contact Information
- BUL-5509.2 Restitution Procedures for the Loss or Damage of School Property for Students
- Remedy Asset Import Template for Computing Devices
- How to Access the School Device Check-out Report
- How to Access the School IT Device Inventory Report

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IT Asset Management

FOCUS Reports as of 05/31/19

To see a list of Lost/Stolen devices associated with your school, please open the link below to access the Lost or Stolen Devices Report for your site. Please check if any of these devices are in your possession.

- Lost/Stolen Devices Report
 - If they are, please follow instructions in **Section 8** of the Handbook: **Recovered Lost or Stolen Device**
 - If they are not, please follow instructions in **Section 7** of the Handbook to **Report Lost or Stolen Device**

To access your site's inventory and checkout reports, please use the following links:

- Faculty Checkout Report
- Student Checkout Report
- Assets Deployed

The reports are generated from FOCUS Enterprise Reporting. Please request access by following instructions in **Requesting Access to FOCUS: IT Asset Management Handbook**

For any questions, please email ITAssetMgmt@lausd.net or call (213) 241-3023.

Translate < En Español Homepage Feedback User Options <

Summer Storage / Collection

ITAM
NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Oliver Hament – December 15, 2017 at 12:05 AM
Breaking News !!!

The Information Technology Division is pleased to announce the launch of the new IT Asset Management System, a single, centralized system for managing devices at your school site. The new and improved tool will replace the Destiny Resource Manager (DRM), the online Inventory Control Form (ICF) and the District Computer Inventory System (DCIS). Schools and offices will be able to manage their laptops, desktops, tablets, netbooks, and other technology devices in an [expand >](#)

LIKE REPLY SHARE EDIT ... and 4 others like this

ys – December 15, 2017 at 12:09 AM from iPhone
Thanks Oliver. Can't wait to try the new system. 😊
UNLIKE REPLY SHARE ...
You like this

– December 15, 2017 at 10:30 AM
Awesome!! Looking forward to using the new system. Thanks for the update! :-)
UNLIKE REPLY SHARE ...
You like this

– December 15, 2017 at 11:40 AM
This is great news. Thanks for the update Oliver Hament.
cc: Oliver Hament
UNLIKE REPLY SHARE ...
You like this

Oliver Hame... – January 7 at 4:28 PM – Edited
Happy New Year everyone! Just to let you know, our User Acceptance Testing over the winter break was productive and we gained great feedback to help us continue shaping the system.

I also wanted to share that the system will be available as a web client and on mobile devices. The functionality across both platforms is the same, with some exceptions.

More to come as we get closer to launch date!
LIKE REPLY SHARE EDIT ... likes this

YAMMER

page updated on Wednesday, January 8, 2020



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		Data pulled from other tabs							
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KAI = CHANGE

ZEN = FOR THE BETTER