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)**
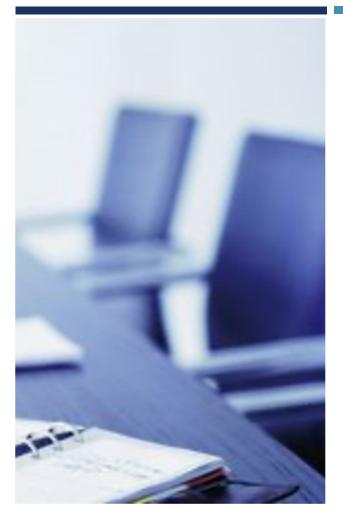- **Inventory Control Form via EZ Access**

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.

INFORMATION TECHNOLOGY DIVISION
IT ASSET MANAGEMENT

LOS ANGELES UNIFIED SCHOOL DISTRICT

IT ASSET MANAGEMENT SYSTEM

HANDBOOK OF BUSINESS PROCESS
FOR YOUR DIGITAL WORKPLACE

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ACHIEVE.LAUSD.NET/ITAM

YAMMER

page updated on Wednesday, January 8, 2020

C	H	I	J	K	L	M	N	O
		Data pulled from other tabs						
							5/16/19	05/08/19
1523	6	97	58	143	8	17	284	61
School	1:1 on their own?	1:1 School?	Emp Lrn School?	1Million School?	VILS School?	WB/GFS School?	Can Access Remedy	Can Access Sprint Portal