

A modern school building with a glass facade and a blue sky background. The building features a prominent glass wall and a large overhanging roof structure. The sky is bright blue with some light clouds. The foreground shows a paved area, possibly a parking lot or walkway.

DEVICE INVENTORY MANAGEMENT

SCHOOL INSTRUCTIONAL DEVICE MANAGER (IDM) ROLES AND RESPONSIBILITIES

INSTRUCTIONAL DEVICE MANAGER ACTIVITIES



Account for all “Unverified” devices by checking them into your inventory in Remedy.



Checkout devices & hotspots, in Remedy, that have been assigned to students and staff



Update all other device records to reflect their current status (i.e. lost, stolen, salvaged, damaged, etc.)

ACCOUNT FOR ALL "UNVERIFIED" DEVICES

01

REVIEW THE
"UNVERIFIED" DEVICES
REPORT FOR YOUR
SCHOOL

02

OPEN THE "CHECK-IN TO
INVENTORY" FORM IN
REMEDY

03

CHECK-IN ALL
"UNVERIFIED" DEVICES
INTO REMEDY TO
ACKNOWLEDGE THAT
THEY WERE RECEIVED

CHECKOUT DEVICES & HOTSPOTS TO STUDENTS/STAFF

1

Open the "Student or "Employee Checkout" form in Remedy

2

Enter the student or employee ID

3

Enter the device "Asset Tag" and submit the form

UPDATE ALL OTHER DEVICE RECORDS TO REFLECT THEIR CURRENT STATUS

1

Open the appropriate form in Remedy (i.e. Lost, stolen, damaged, transferred, salvaged, etc.)

2

Enter the device "asset tag" information

3

Submit the form



JOB AIDS

1. **Account** for all "Unverified" devices by following Section 10 of the IT Asset Management Handbook (Check-In)
2. **Check-out** devices & hotspots by following Section 1 (student device checkout) or Section 2 (employee device checkout)
3. **Update** all other device records by following the appropriate section of the IT Asset Management Handbook

For support and other resources, please visit the IT Asset Management Website: <https://achieve.lausd.net/itam>