TECHNOLOGY SALVAGE/RECYCLING REQUEST

Step 1

REMEDY SINGLE SIGN-ON

- Go to https://lausd-myit.onbmc.com

- Sign in using your single sign-on

- Click **Log In**
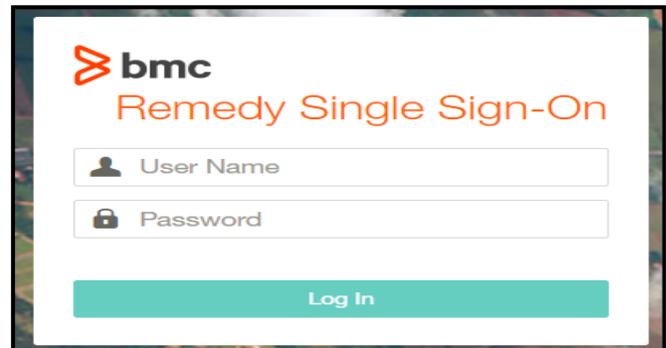
Step 2

SEARCH FOR REQUEST

- In search box, type in **Salvage**

- Click **Technology Salvage/Recycling** from search results
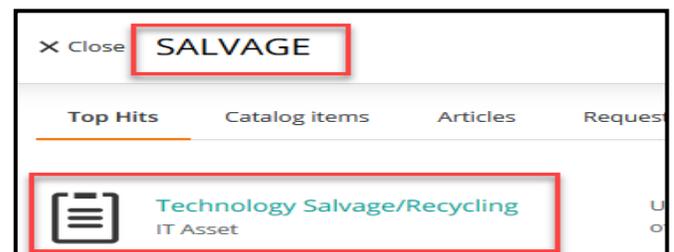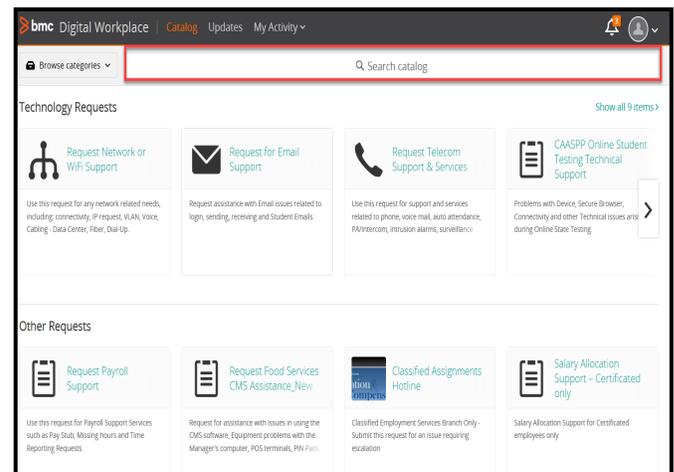
TECHNOLOGY SALVAGE/RECYCLING REQUEST

Step 3

QUANTITIES TO BE PICKED UP

- Please choose the "Computing Devices" quantities which need to be picked up.

-

Provide request details

Note:

Please choose the "Computing Devices" quantities which need to be picked up.

How many iPads? (required)

0

How many Apple laptops? (required)

0

How many Apple desktops? (required)

0

Step 4

PICK UP LOCATION

- Select the school or office site from where the device should be picked up

- When should the devices be picked up from the site?
    - → Monday through Friday
    - → Monday
    - → Tuesday
    - → Wednesday
    - → Thursday
    - → Friday
- What is the best phone number to contact you?

Select the school or office site from where the device should be picked up? *

122nd Street Elementary

When should the devices be picked up from the site? *

- ⦿ Monday through Friday
- ○ Monday
- ○ Tuesday
- ○ Wednesday
- ○ Thursday
- ○ Friday

What is the best phone number to contact you? *

123-456-7890

TECHNOLOGY SALVAGE/RECYCLING REQUEST

Step 5

LIST OF DEVICES

- Did you attach the list of devices that you are requesting to be salvaged?

  → Yes

- Click on **Attach Files** to attach spreadsheet to ticket

  * Note: You may generate an assets deployed report and highlight the devices you would like picked up from your site

- Click **Submit Request**

Did you attach the list of devices that you are requesting to be salvaged? *

(Generate an Assets Deployed report and highlight devices that you are salvaging.)

○ Yes

○ No

Large attachments (2 MB and more) can take more time to upload

[🗋 Attach Files] or drag and drop files here

Submit Request