

Laptop Check-out Process

- 1.** Request for laptop either by phone or email.
- 2.** Check the Access Laptop check-out database on the H://DATA/Information Technologies/Laptop for available laptops.
- 3.** Complete database with Name of requester, laptop number, checkout date, date due and reason for checkout.
- 4.** After laptop is return – Check the laptop back in the database and return to laptop cart.