

MOVING/REQUESTING IPAD CARTS (TMOBILE)

Please make sure this gets into the hands of all K-2nd grade teachers. I have tried to include everyone but may have missed a few. Site techs, I will also add this information in the Site Tech one note.

Please **DO NOT** fill out a ticket until the classroom move has been finalized. In other words, please hold off until after school starts to allow for some movement between now and then that would require additional tickets and work.

Moving from one room to another within the K-2nd grade scope.

Create an IQ ticket

OTHER REQUESTS

ASSET CONTROL

ADDS, MOVES, CHANGES

Describe your issue

MOVING T-MOBILE IPADS--SAME BUILDING--SAME GRADE--DIFFERENT ROOM

Attach Files

Attach a spreadsheet to the work order listing the following:

Current District Room Number where the tower/iPads are located

New District Room Number where the tower and iPads will be located

Asset Tags of both the tower and all iPads being moved.

(Please note the **Dist. Room Number** is the number usually located inside the door jam and will have a barcode.)

IF THE CURRENT LOCATION IS OUTSIDE K-2, PLEASE EMAIL US (MEGAN CONNELLY OR MICHAEL BRIDGE). WE WILL GET WITH THE BUILDING PRINCIPAL TO DETERMINE A NEW LOCATION FOR THE IPADS WHETHER THAT BE IN A NEW K-2ND GRADE ROOM OR BROUGHT BACK TO TECHNOLOGY TO BE REDPLOYED AT ANOTHER SITE.

Request a cart/set of iPads for a new K-2nd addition. Should be completed by building principal.

New Ticket

Other Requests

Asset Control

T-Mobile Requests

Describe your issue

i.e. We have added a 2nd grade classroom and need a cart and set of iPads. The District Room number is 682 (**Dist. Room Number** is the number usually located inside the door jam and will have a barcode) and the building room number is 15.

Please note: If you are adding a K-2nd room but losing another (i.e. adding a 2nd grade but losing a 1st grade) You would follow the moving from one room to another instruction above.

Submit Ticket