	Technology Services Assets Team	SOP #	TS-AAS-AS-008
		Revision #	
		Implementation Date	8/6/2015
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SOP Owner	Leonard Chance IV	Approval	
SOP Name	Assign or Collect Staff/Student Technology Devices		

Standard Operating Procedure

1. Purpose

The purpose of this procedure is to document a uniform method for recording the assignment and return of technology assets to staff and students.

2. Scope

This procedure is for any Technology Service Technician overseeing inventory at their campus.


3. Prerequisites

None

4. Responsibilities

The campus employee or Technology Service Technician must initiate this process with an iSupport ticket.

The Technology Service Technician must record this process in TIPWeb-IT.

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5. Procedure

#	Step	Responsibility
1	The customer or Technology Service Technician identifies the equipment that they would like to assign to a staff or student in their campus and creates a ticket in iSupport.	Technology Service Technician
2	The Technology Service Technician goes into the inventory management system (TIPWeb-IT) and selects ISSUE TO STAFF or ISSUE TO STUDENT on the Tools Menu.	Technology Service Technician
3	The Technology Service Technician will enter the ID number of the individual where inventory is being assigned to and enter the Cypress-Fairbanks asset tag(s).	Technology Service Technician
4	The Technology Service Technician identifies the equipment that they would like to collect from a staff or student in their campus and goes in to the inventory management system (TIPWeb-IT) and selects QUICK COLLECT on the Tools Menu.	Technology Service Technician
5	The Technology Service Technician will enter the Room number of the location inventory will be stored and enter the Cypress-Fairbanks asset tag(s).	Technology Service Technician
6	The Technology Services Technician will update application code changes as necessary.	Technology Service Technician