

# OCIO LOANER DEVICES

## Guidelines and Processes

As part of the OCIO's managed IT services, users can request technological equipment that is needed for a short time period at no extra cost. These devices are referred to as loaner devices. The guidelines for what determines a loaner device are provided below.

## WHAT IS A LOANER DEVICE?

A device (e.g. laptop, iPad, projector) that is needed for **30 days or less** for one of the following purposes:

- Temporary or limited travel
- Special events, workshops, and training sessions
- A laptop for temporary remote work when user's primary machine is a desktop
- Short-term projects
- Other use cases discussed as needed

Loaner devices are also provided if a user's primary device is not working. In this case, users DO NOT need to follow the request process below.

## Requesting a Loaner Device

If you have a request for a loaner computer and meet the guidelines above, you can contact the IT Service Desk at 614-688-4357 or visit [Self Service](#) and follow the instructions below.

1. Sign in to your account.
2. Click *Order Services* under the Main menu on the left side of the screen.
3. Click *Client Computing Services*.
4. Scroll down on the page and click *Loaner Equipment (Laptop, Projector, iPad)*.
5. Fill out the form to request a loaner device.

Submit your request for a loaner device at least one week prior to the delivery date. If you are requesting a large number of devices (more than five), please provide the IT Service Desk with as much time as you can prior to the delivery date.

## Other Device Requests

If you have a request for a device that does not fall under these guidelines, please contact the IT Service Desk at 614-688-4357 to determine the best option for you.