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.