

Laptops for Workstations Instructions

Background:

Thank you for reviewing these instructions, which should make this process of replacing desktop workstations with laptops more efficient. It is our intention to keep these instructions brief, yet effective. As such, this process is only being used at this time to request employee laptops in exchange for employee workstations. There are already established processes available for making requests for additional needs via the Service Desk x53555.

We ask that the initiation of the laptop request workflow be restricted to Deans and Department Chairs. All of the information needed for the device checkout will be gathered during the workflow. It is important to understand all laptops will have the same standard software and tools needed by most employees – between what is pre-installed on the device and what is available via the self-help GCC Software Center.

Desktop-Laptop Exchange Instructions and Information:

1. Each Department Chair (or Dean) - Please use the "[Request employee laptop link](#)" to enter the names of those employees within your department who would like to receive a new HP Windows laptop and docking station in exchange for their current desktop workstation.

Note: This workflow builds a Property Loan Agreement (PLA) on behalf of the named employee. Therefore, please enter only one request at a time.

Since the PLA is simply an electronic approval form for assigning a device for off-campus use by an authorized individual, requests beyond this standard delivery laptop should be made via work tickets or software requests.

2. The PLA requests will be accepted through 11/23/2020. PLA requests received subsequently will be processed in January. This will allow OIT to focus on preparing for the spring semester after processing the requests received in this initial phase.
3. PLA requests will be fulfilled in the order of the priority established by the Administration, as timely as possible based on available resources; no need to contact the Service Desk.
4. After the PLA constructing has been completed and the device configured/imaged based on the PLA information, the recipient will be notified to make an appointment to exchange their workstation for the new laptop and docking station.