How to Perform On Device Assignment

Overview
This Quick Reference Guide shows how a TSO performs on device assignment on behalf of the student or staff member.

Before a device can be distributed to a student they must return their completed consent form to the TSO who then needs to update the results into RMU. For more information please see ‘QRG - How to Mark Student DER Details’

When the on device management process is finished, the device is either loaned or allocated to the student or in the case of staff, loaned.

Work Instructions
To perform on device management, the TSO needs to follow the process below either part 1 or part 2.

Make sure the power cable and network cable is connected

1. Power on the device.

2. The following screen should be seen if the device powers on successfully. Press CTRL + ALT + DELETE to log on, click the OK button to continue.
**Note:** If the above screen is not seen, logon to RMU and change the status of the device to broken.

3. Enter the DET user name and password, (e.g. jane.citizen), the device user name is jane.citizen@detnsw

4. You have successfully logged on if you see the following screen.

5. Log into RMU. For more information please see ‘QRG - How to Logon to RMU’

6. Click the **Overview** tab in the Device Management menu
If the device does not belong to your school:

- contact the location school and get them to login into RMU and mark the status of the device to pool or inaugural, (by following the QRG - How to Change Status of a Staff Device or QRG - How to Change Status of a Student’s Device)

- transfer the device to your school by click the Transfer Device button
If the device belongs to your school:

The following steps are broken down into 2 sections depending on whether the device is for a staff member or student.

**Part 1: Student Device**

TSO could assign this device to a teacher, student or custodian pool.

- Click the magnifying glass against the **Assign to Staff** to find a staff, and then click the **Assign to Staff** button to assign this device to the selected staff.

- Click the magnifying glass against the **Assign to Student** to find a student, and then click the **Assign to Student** button to assign this device to the selected student.
  - If the student is eligible, click the **OK** button to continue, then student has just been allocated a laptop
  - If the Student is not eligible, then they will see this message, click the **OK** button to loan the device

- Click the magnifying glass against the **Pooled device custodian** to find a staff, and then click the **Place in Pool** button to assign this device to selected staff.

**NOTE:** A custodian is a staff member who is responsible for managing the devices assigned to them. For example the school librarian could be assigned the role of custodian for a pool of laptops to be used by staff and students in the library.
Part 2 Staff’s Device

- Click the magnifying glass against the **Assign to Staff** to find a staff, and then click the **Assign to Staff** button to assign this device to the selected staff.
  - Click the OK button to continue to loan the device

- Click the magnifying glass against the **Pooled device custodian** to find a staff, and then click the **Place in Pool** button to assign this device to selected staff.

**NOTE:** A custodian is a staff member who is responsible for managing the devices assigned to them. For example, the school librarian could be assigned the role of custodian for a pool of laptops to be used by staff and students in the library.