How to Transfer a Device from DET to a School

Overview

This Quick Reference Guide shows how to transfer a device from the Department of Education & Training (DET) to a school in RMU. DET has available on hand a number of spare devices that can be transferred to schools who require additional devices.

Work Instructions

Option 1

To transfer a device from DET to a school in RMU, follow the process below:

1. Click the DET Pool tab in the Device Management menu

2. Locate the device to transfer and check the box alongside the device(s), then click the Actions button and select Transfer Devices to school

3. 
4. Search for the school by clicking the magnifying glass next to the **Transfer To** field. Once the school has been selected, click the **Transfer Device** button.

![Image of Device Transfer screen with Cherrybrook Public School selected]

5. The device has successfully been transferred from DET to the school selected.

![Image of Device Assignment screen showing successful transfer]

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**Quick Reference Guide**

*How to Transfer a Device from DET to a School - Issued 23/07/2009*