How to Transfer a Device to another School

Overview

This Quick Reference Guide shows how to transfer a device in RMU to another school.

A device is defined as being transferred for example when:

- a laptop is delivered (by accident) to the wrong school and needs to be transferred; or
- a school has extra devices in their pool and transfers some to another school in need.

Work Instructions

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

1. Click the **Device** tab in the Device Management menu

2. The following screen indicates which staff and students have devices.
3. Locate the device to transfer and check the box next to the device, then click **Transfer Devices to School** in the Action button

   ![Image of Device Assignment]

   **Note:** You can only transfer a device that is in a pool or inaugural status.

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]

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

   ![Image of Device Assignment]