Loaning a device to staff at another school

This Quick Reference Guide shows how to loan a device to staff member at another school in RMU.

Work Instructions

Loaning a device to a staff member at another school is the same as How to Assign a Custodian to a Pooled Device in RMU except step 8:

1. Click on DET Wide Search.

1. Enter Given name, Family name or Employee ID and click on Search

3. Locate and click on the staff member to make them the custodian of the device.
### Search Staff

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Given Name</th>
<th>Family Name</th>
<th>Gender</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Greg</td>
<td>Bamford</td>
<td>M</td>
<td>Cantley Vale High School</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>Cherrybrook Technology High School</td>
</tr>
</tbody>
</table>

- **Given name**: Greg
- **Family name**: Bamford
- **Employee ID**: 

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How to Assign a Custodian to a Pooled Device - Issued 23/07/2009