

Chico State Enterprises Announcements

Thursday, August 11, 2022

New Process for Obtaining Off-Campus Use of Devices

Chico State Enterprises (CSE) is pleased to announce a streamlined process for tracking off-campus use of tagged devices (e.g., desktops, laptops, and netbooks).

Effective today, the CSE-IT team will manage the off-campus use of CSE devices process. This will simplify the process for projects and will ensure accurate device tracking.

How to Obtain a Device for Off-Campus Use

1. The employee's supervisor (or designee) completes a [CSE – Deploy/Transfer Computer to a New User](#) IT ticket.
2. Upon ticket receipt, CSE-IT will send an Off-Campus Use of Property form to the supervisor and employee to complete and sign (Adobe Sign).
3. Once the Off-Campus Property Use form is complete and signatures obtained, CSE-IT will send a request to the employee to schedule an appointment for deployment. Devices for off-site work will not be released to staff until the form has been completed, signed by both the employee and supervisor, and returned to CSE-IT.

How to Return a Device

1. To return devices and equipment, please [schedule an appointment with CSE-IT](#).