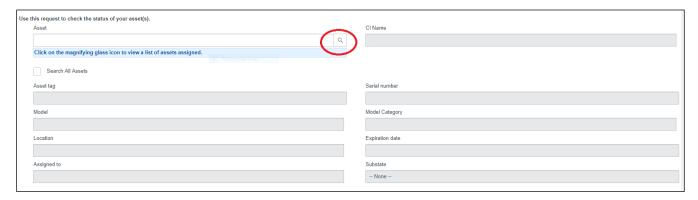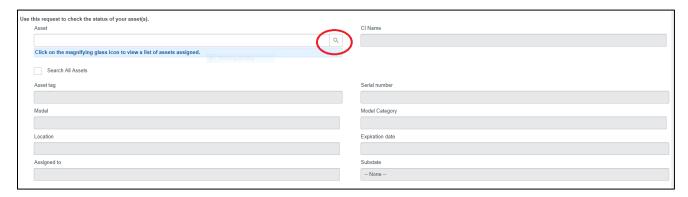## Checking on the Status of Assigned Lease Assets

Step 1: Log Into ServiceNow Self-Service - https://montclair.service-now.com/ess/

Step 2: Click on **Asset Information** under the IT Information header

Step 3: Select **Check Asset Status**

Step 4: Click on the magnifying glass

Step 5: A pop-up box will appear that shows a list of assets.*

- The pop-up will display your assigned asset(s) with the following information:
  - Asset Tag
  - Model Category (Desktop, Laptop, etc.)
  - Model
  - Substate (Primary, Lab Use, Adjunct, etc.)
  - Serial Number (Typically the same as Asset Tag)
  - Location
  - Warranty Expiration

Step 6: Select the asset in question. If due for replacement, proceed to Step 7

Step 7: If your device is due, select the live **Hardware Request** link at the bottom of the page.

*It is important to note if you do not have any devices assigned to you, that it is possible that your assigned machine was purchased or IT has not assigned them to you yet. In this case, select **Search All Assets**, type in serial number and then click **Enter** on your keyboard.

Step 8: Select **Asset Request**

Step 9: Select Lease Renewal for Type of Request then select desired Device and room number

Step 10: Select the checkbox next to **I have read the Polices listed above and agree to the terms** after you have read the Policies

Step 11: Click on the **Request this Asset** button that will appear.

Step 12: Once it has been submitted, you will receive a **REQ** number and be able to track the progress of your request.