![Montclair State University logo]

Requesting a New Hire Computer Through the
Computer Lifecycle Replacement Program

The University provides a standard laptop for all Fulltime Faculty and Staff and approved specific computer configurations for computer labs and adjunct spaces under our Computer Lifecycle Replacement Program. For a full understanding of the program, please go to our Information Technology website. The University has standardized across the board on a standard PC Laptop. In some cases, an additional justification can be submitted for review.
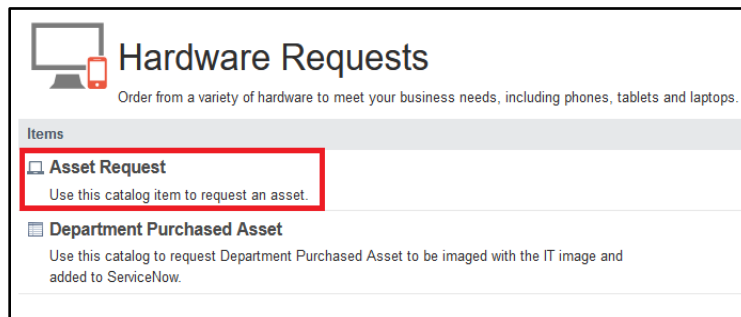
New Hire Computer Requests

Please Note: *You cannot request a computer for a new hire until they have claimed their NetID.* A NetID is required to log into all machines on campus. If they do not have a NetID, please wait before following the steps below.

1. Go to: https://montclair.service-now.com/ess/
2. Select "**Hardware Requests**" on the Service Now page.
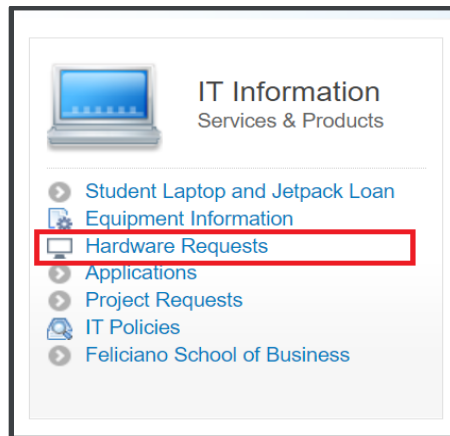
3. Click on "**Asset Request**".

4. Fill out the asset form. *(Please Note: If you are filling out a request on someone's behalf, you will have to check off the box to declare this and then enter a current, active NetID in the field that appears.)*

Use this catalog item to request an asset.

☑ Please check here if you are requesting an asset on someone else's behalf.

✱ Request on behalf of (only active MSU NetID)

[   ] 🔍

✱ Is this request for a New Hire?

[-- None -- ▾]

✱ Please choose device(s) assignment

[-- None -- ▾]

✱ Type of Request

[-- None -- ▾]

✱ Device

[-- None -- ▾]

✱ Location

[   ] 🔍

☐ I have read the Policies listed above and agreed to the terms.

PLEASE NOTE: For any Computer Peripherals such as Monitors, Additional Power Adapters, Computer Docks, etc., please visit the Lenovo Punch-out that is set up in WorkDay for our recommended standard equipment.

If the **request is for a New Hire**, you must enter their Start Date. The device assignment will auto-populate to *Primary Machine* and *New Asset Request*. You will only then have to choose the type of device and location the equipment will primarily be in.

☑ Please check here if you are requesting an asset on someone else's behalf.

✱ Request on behalf of (only active MSU NetID)

[   ] 🔍

✱ Is this request for a New Hire?

[Yes ▾]

✱ New Hire start date

[   ] 📅

✱ Please choose device(s) assignment

[Primary machine]

✱ Type of Request

[New Asset]

✱ Device

[-- None -- ▾]

✱ Location

[   ] 🔍

5. Once you have selected the Asset type of your choosing, you will need to scroll down to read them and acknowledge our policies.

Please Note: If you are requesting a non-standard computer, please follow the directions below. **If not**, please go to step 9.

6. To specify the requested device, click on the drop-down menu for **Device** and select the model.
7. A justification will appear. At this point, you must input or attach the user's justification for anything outside of a standard pc laptop.

8. Justifications will follow specific approvals based on the College/School or Division
9. Select the **checkbox** next to **I have read the Policies listed above and agree to the terms**. [Policies](#) can be found at here if you would like to review them prior to submission.

Please read the following polices and acknowledge below that you have read them:
- Computer Lifecycle Policy
- Nondefault Workstation Request Process
- Protocol for Workstation Approval
- Data Retention Policy

☐ I have read the Policies listed above and agreed to the terms.

10. Once you finish completing the location, select Request this Asset. and it will start the approval process.
11. Upon completing the form, you will receive a REQ#. You can use this to track the status of your order.

Thank you, your request has been submitted ✕

Order Placed: **01/28/2022 10:08:27 AM**
Request Number: **REQ0208208** ☆
Estimated Delivery Date of Complete Order: **01/29/2022**

Description	Delivery Date	Stage	Price (ea.)	Qty	Total
Use this catalog item to request an asset.	01/29/2022	▸ ⊘⊘○○○	-	-	-
				Total	-

12. You will also receive an email confirmation that your request has been submitted as shown below.

13. You will be contacted by the IT Service Desk or someone from your local academic technology team to move forward with the request.

Please Note: After approvals, the computer distribution will be based on what we have in stock and how long it takes to image and deploy. Please request at least 2-4 weeks prior to the New Hire starting.