



جامعة زايد  
ZAYED UNIVERSITY

إدارة تقنية المعلومات  
Information Technology Department

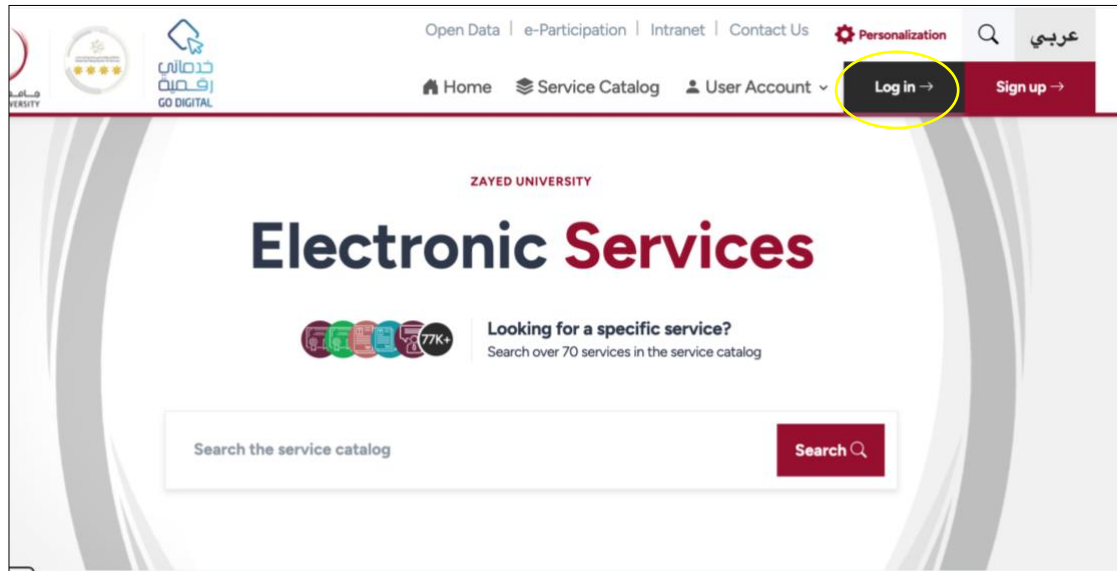
# IT Equipment Request

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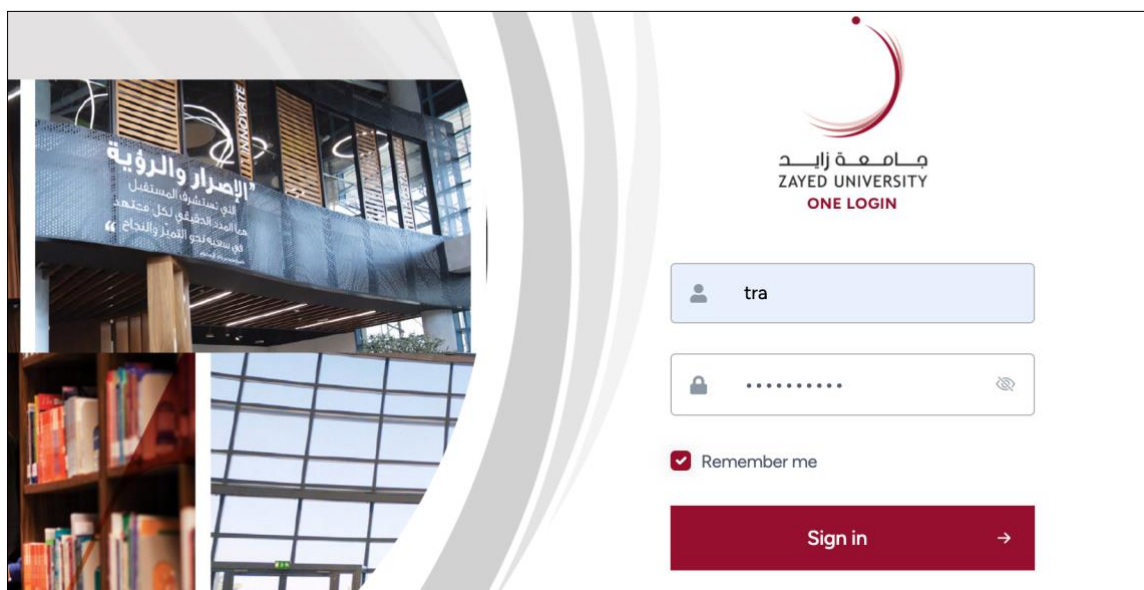
End-User Guide

## Step 1: Login

1- Click on (**Login to start the service**). If you are already logged in, skip to Step2.

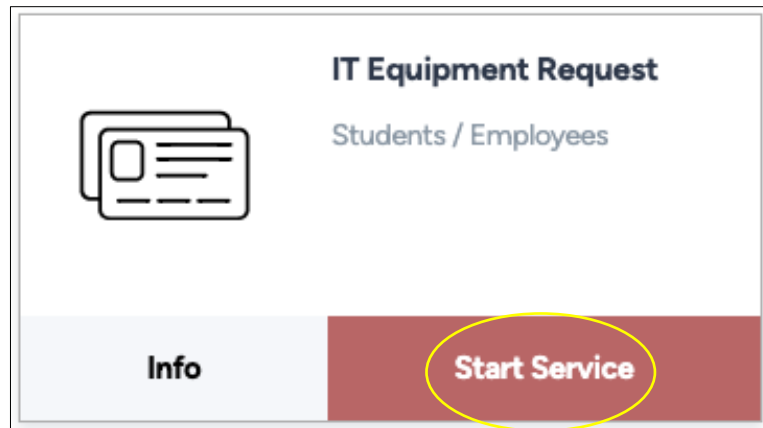


2- Enter your **Username** (ZU ID) and **Password**, then click on (**Sign in**).

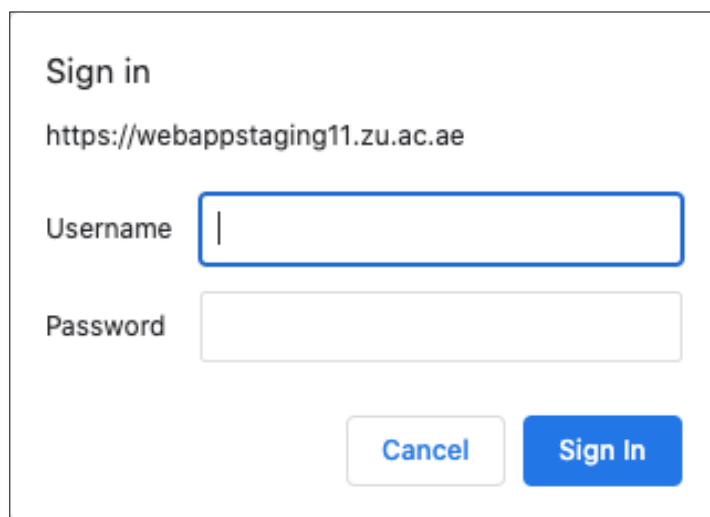


## Step 2: Service Completion

1- Click on **(Start the service)** to start. You will be redirected to the portal.




2- Sign in again using your ZU credentials, ID & Password.



The screenshot shows a "Sign in" form with the URL "https://webappstaging11.zu.ac.ae". It includes a "Username" field with a vertical cursor, a "Password" field, and two buttons at the bottom: "Cancel" and "Sign In".

2- Fill in the IT equipment request form, and click submit.

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## IT Equipment Request

Service Desk #:  Request Status: << New Request >> Request Date: 29-Dec-22

### REQUESTOR INFORMATION

Full Name:  Staff ID:

Title:  Campus:

Department/  
College:  Unit:

Dean/  
Director:  Email:

Click on the checkbox if the above name is NOT your Dean/Director name, then browse  Make sure to add the correct name to avoid repeating the process again.

### REQUEST DETAILS

Please fill in all the fields before you submit

From:  To:

Items: *(Please note the maximum is 6 items)*

Item Description	Qty.
<input type="checkbox"/> Add item	

Purpose: *(Please provide complete details of each item)*

**Terms and Conditions:**

- The IT Equipment issued under this agreement is the joint responsibility of the end user, College or Department that have co-approved this form.
- Mobile devices Such as Laptop, iPad and mobile phones etc. will be sole responsibility of the end user. (Not department or College)
- In case of loss, theft or damage of the IT equipment, end user or requester will be required to fill out a "ZU Incident Report" and based on the outcome of the evaluation committee, may be liable to pay back the cost of the device to Zayed University.

**Thank you for using this tutorial**

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