

Device Check-in Process

Bring your device & accessories



- All items that were checked out to you will need to be returned. This includes:
- Chromebook
 - charger
 - plastic protective case
 - satchel (if issued)

You may also return your library books at this time

NOTE: Please have your chromebook charged.

Clean your Chromebook

- Chromebooks should be thoroughly cleaned before check-in, using electronic safe wipes.
- Cleaning supplies will be available at Station 1 upon arrival. (see map below)
- A plastic bag will be provided to store the device before return.
- Please have your charger wrapped neatly for storage. And placed inside the plastic bag

Step one:



Step two:



Step three:



Step One:

START BY ROLLING UP THE SMALLER END OF THE CHARGER

Step Two:

BRING THE OTHER END ACROSS AND BUNCH TOGETHER

Step Three:

WRAP THE END AROUND THE BUNCHED UP CABLE AND TUCK THROUGH TO HOLD IN PLACE

Damage, Fines & Fees

- Fees will be assessed for damage.
- Free repairs **DO NOT** cover negligence and abuse.
- Any fees assessed will be charged to the student account.
- Accounts will be updated on-site during the process.
- An opportunity will be provided to make payments on site.

Check-in Process

Station 1: Cleaning Supplies

Station 2: Damage Assessment

Station 3: Device Return

Station 4: Fines & Fees

You may also return your library books at this time

