

## Northwest Arctic Borough School District

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### LOGGING IN

- Web address: portal.nwarctic.org/inventory
- Username: *firstletterFirstName+lastname* (e.g., jsaugstad, mbelue, and pwood)
- Password: Same as computer, email, and school web page

### Shipping

If you ship an asset to the DO, or if we ship an asset to you, this is how it is tracked.

- o **Shipping:** IT Asset Shipping >> New Item >> Asset Number, Model, Action (Shipping), Destination >> Save
- o See video link here ([www.nwarctic.org/Page/2369](http://www.nwarctic.org/Page/2369)) under Training
- o **Receiving:** IT Asset Shipping >> Edit this list >> Change Action column to "received" >> Stop Editing this list saves changes
- o See video link here ([www.nwarctic.org/Page/2369](http://www.nwarctic.org/Page/2369)) under Training

### IT Asset Check-Out

This is where we upload staff and student asset contracts to track who is responsible for which asset. As a Sysop, it is your responsibility to ensure that this is as accurate as possible.

- o **IT Asset Check-Out:** New Document >> Upload entire signed contract >> User Name (student/staff member the item is being checked out to), Asset Number, Location (e.g., Noorvik, Selawik, Ambler, etc.) >> Save
- o Students and Staff fill out one contract at the beginning of the year. If a student/staff member receives a new asset, write the number of the new asset on the old contract and upload it as a new document to complete the check-out process.

### IT Asset Check-In

This portion of the system is used to track the assets that have been checked in here at the DO Tech office. You will not need to do anything here.

### IT Assets Assigned to Site

We are in the midst of updating this information. This helps us track where exactly our assets are that are not actually "checked out" to a particular person, like SmartBoards, printers, and student iPads. At this time, our Tech team is trying to update this information.

### userList

Every staff member and student has to be in the userList in order to have an asset checked out to them in IT Asset Check-Out.

### assetList

This is a list of all of our "assets" – every MacBook Pro, MacBook Air, Student MacBook, UF70 RetroFit Kit, Mac Mini, etc. It is not entirely comprehensive, so I am continually updating it as needed.