iPad Cart Request

General Guidelines

- All cart requests must be electronically filled out and submitted via email to helpdesk@oru.edu.
- All requests must be submitted at least ten (10) business days in advance.
- All requests are not approved until IT contacts you with the approval of your request.
- IT will be happy to install approved 3rd party Apps, but please be aware that training for 3rd party Apps will not be available.
- For security purposes, only Apple approved Apps residing in the App Store will be considered.
- An IT representative will be available at the beginning of the class for setup assistance and will return at the conclusion.
- The professor is responsible for all equipment checked out. Both the professor and the IT rep will sign off that all equipment is present and acceptable.

Please fill out the following information

Day/Dates needed: _____ Name: _____

Exact building/room number: _____

Class Start time: _____ Ending time: _____

Number of iPads needed for class (each cart holds 30) _____

How will you be using the iPads in your class? Please list any additional Apps you need installed:

Submit this request by email to IT via helpdesk@oru.edu –
IT will contact you and let you know if the request has been approved or if any changes will need to be made.

_____ FOR IT USE ONLY _____

Ticket # _____ IT Representative: _____ iPad Cart: 1

Request Approved: _____ Approved by: _____ Date: _____