

## Employees Returning to Campus – Equipment Return Process

If you are receiving this email you have been identified to Information Technology Services (ITS) and the Facilities Management Services (FMS) team as an employee who will be returning to campus full time for the fall and have loaned equipment. Provided below is a summary of the timeline, process for each campus and IT equipment return preparation.

### Equipment Return Process

**Dates:** To assist ITS and FMS with the task of setting up returned equipment in time for your return on August 23<sup>rd</sup>, we ask that you drop off any loaned equipment on **Friday August 20<sup>th</sup>**.

**Time:** IT equipment and furniture will be received between 8am and 4pm.

### Drop-Off Location:

#### Kingston

The drop-off location for IT equipment and furniture is the gym roll-up door located beside the student pub. Employees will have to enter the campus off of Country Club Drive (entrance across from the Cataraqui Golf Course).

**Process:** FMS/ITS staff can assist you in the removal of IT equipment and furniture from your vehicle. Once the equipment has been transferred from your car, ITS and FMS will document the return of your IT equipment and furniture. When you are returning a laptop, desktop or office chair that is part of your SLC assigned equipment prior to the start of the pandemic, we will prioritize the return of this equipment to your office.

***Please ensure that you follow the IT Equipment Return Preparation steps below before returning IT equipment.***

#### Brockville and Cornwall Campuses

**Drop-Off Location:** The drop-off location for IT equipment and furniture is shipping and receiving.

**Process:** FMS staff will be contacting those employees that have loaned furniture and will be scheduling times for the return of furniture. IT equipment return does not have to be scheduled. Employee can drop off their loaned equipment at the shipping and receiving dock. Staff can assist you in the removal of IT equipment and furniture from your vehicle. Once the equipment has been transferred from your car, ITS and FMS will document the return of your equipment. When you are returning a laptop, desktop or office chair that is part of your SLC assigned equipment prior to the start of the pandemic, we will prioritize the return of this equipment to your office. Please be patient as we work through the many returns.

***Please ensure that you follow the IT Equipment Return Preparation steps below before returning IT equipment.***

## **IT Equipment Return Preparation:**

In order to assist with your transition to your on-campus office we ask that you follow these steps to assist us in getting you settled in.

### **Wi-Fi Hotspots, Headsets, webcam, mouse, etc**

For peripheral devices such as Wi-Fi hotspots or webcams, we ask that you package the equipment in the original box if supplied or a small plastic bag with your name on the bag or on a piece of paper placed in the bag.

### **Desktops and Laptops**

If you had been loaned a laptop or desktop that is not your college assigned device please follow these steps to ensure no data loss. Please note that once the device is returned to SLC ***ITS will wipe all hard drives to ensure data privacy.***

**Data Storage** –move all files stored on your desktop or laptop/computer hard Drive to your SLC OneDrive. Once the file has been moved, please delete the file from your loaner device.

**Browser Bookmarks** – If you have saved bookmarks to your browser and wish to retain those bookmarks you can follow these instructions to export the bookmarks. This file can then be imported to your browser on your SLC assigned computer.

#### **Google Chrome**

1. Open Chrome and click the icon with the three vertical dots in the top-right corner.
2. Hover over Bookmarks
3. Click Bookmark manager
4. Click the icon with three vertical dots – top right hand corner
5. Click Export Bookmarks
6. Choose a name and destination and click Save. – We recommend saving this file to your OneDrive folder.

#### **MicroSoft Edge**

1. Open MS Edge and click the icon with the three vertical dots in the top-right corner.
2. Select “Favorites”
3. Click the three dots in the top right hand corner of the “favorites box”
4. Select “Export Favorites
5. Choose a name and destination and click Save. – We recommend saving this file to your OneDrive folder.

If you have any further questions or concerns, please contact the IT Service Desk at ext. 1000 or [slc.me@sl.on.ca](mailto:slc.me@sl.on.ca) (students) or ext. 4357 [its@sl.on.ca](mailto:its@sl.on.ca) (staff/faculty).