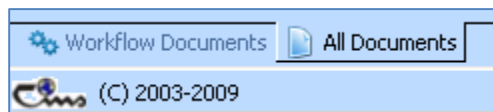
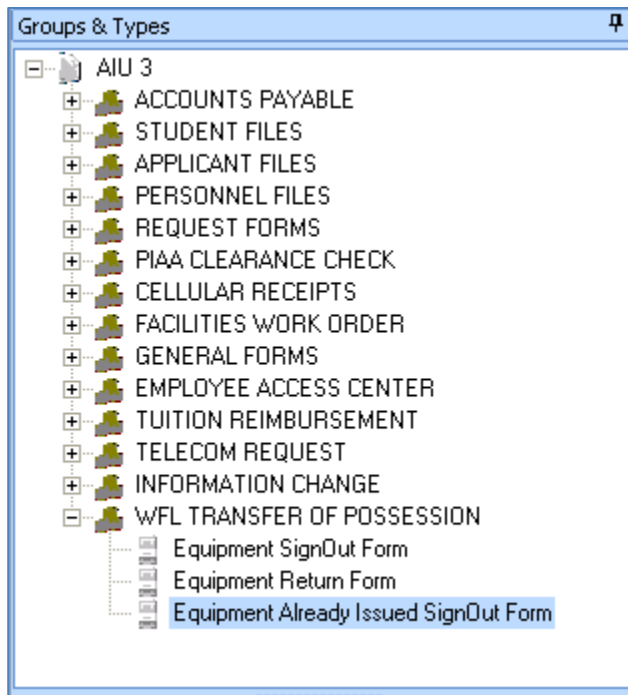


Equipment Sign-Out Form (For previously issued equipment)

1. WFL Tech emails the WFL Staff member the link to the Equipment Sign-Out form.
(<http://docuclass.aiu3.net/e-forms/dcformserver.exe?action=webform&formid=46&documentid=0>)
2. WFL Staff member completes, digitally signs, and submits the form.
3. Both the WFL Staff member and the WFLHelp account receives a copy of the submitted form.
4. WFL Tech can view the documents anytime within DocuClass:
 - a. Launch the DocuClass portal.
 - b. Click on the **Workflow Client** link located in the Process Automation section.
 - c. Click the **Login** button.
 - d. Once in the client, at the very bottom of the screen, click the **All Documents** tab:



- e. On the All Documents tab, go up to the Groups & Types section and expand the **WFL Transfer of Possession** group and click on the **Equipment Already Issued SignOut Form** type link.



- f. The list of forms for this type are now displayed in the **Documents List** located just to the right of the Groups & Types section.

Document ID	Revision	Pages	Last Name
361096	1	1	Crown

- g. To view the form, click once within the row and the form will be displayed in the **Last Selected Document** area located to the right of the Documents List section.

Transfer of Possession Waterfront Learning Staff Equipment Sign Out Form

Date Signed Out:

EQUIPMENT TYPE

PC Computer, Charger, Mouse, Bag, or other device you will pick up. PC ID:

Printer USB Cable

A/C Card A/C Card ID:

STAFF MEMBER CONTACT INFORMATION

First Name: Last Name:

Address 1:

Address 2:

City: State: Zip:

Home Phone: Cell Phone:

Personal Email: Confirm Personal Email:

AUI Email: Confirm AUI Email:

ACCEPTABLE USE POLICY

I have read and agree to the AUI acceptable use policy. I do so under the understanding that the use of equipment may result in the loss of all data on the equipment. I understand that I am responsible for the equipment and I will be responsible for the equipment and I will be responsible for the equipment and I will be responsible for the equipment.


SIGNATURES

Staff Member: I Accept

*By checking the "I Accept" box, you are signing this form and, effectively, you agree your student's signed use to the legal and technical terms of use of the equipment.

h. When finished viewing the document, exit out of the All Documents screen by clicking on

the **Close Browser** button  located in the tool bar.

i. To exit the Workflow Client, click on the **Exit** button  located in the tool bar.