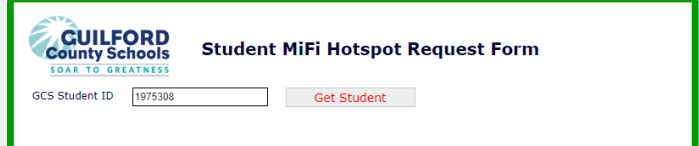
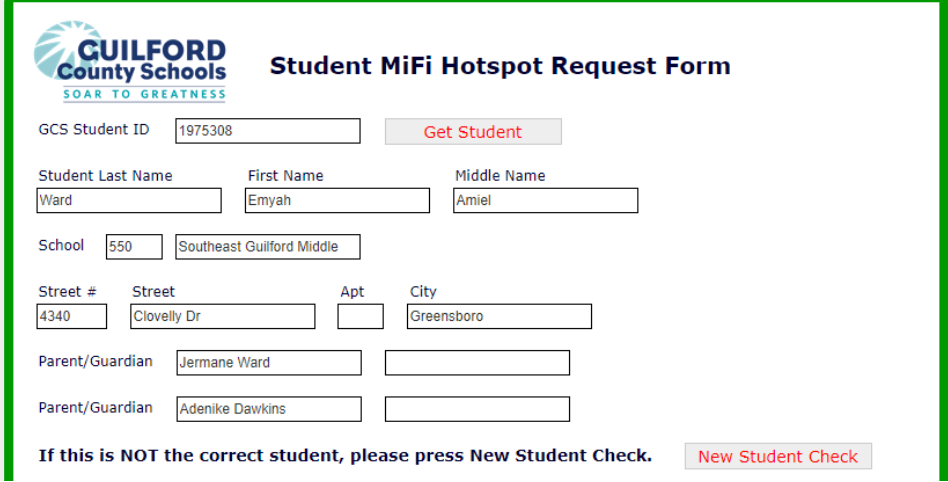

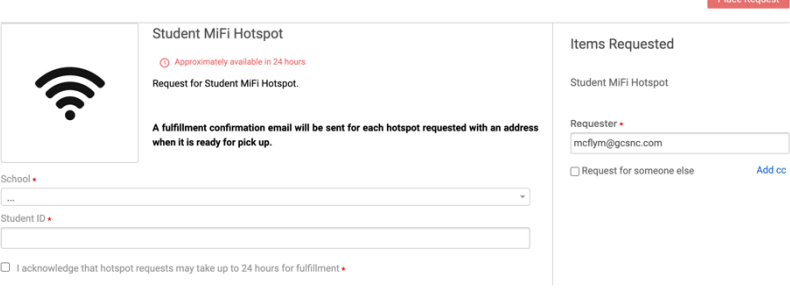


## Student MiFi Hotspot Request Process

### Steps for Requesting MiFi Hotspot for Student

<p>School identifies the need for a MiFi Hotspot. (Principals, Asst. Principals, and SSOs ONLY are allowed to create requests.)</p>	
<p>Open Student MiFi Hotspot Request Form.</p>	<p><a href="https://app.perfectforms.com/player.htm?f=JvnGggUk">https://app.perfectforms.com/player.htm?f=JvnGggUk</a></p>
<p>Enter Student ID and press Get Student.</p>	
<p>Student information will be pulled from records and the student and address will be checked.</p> <p>If the correct student is not loaded, press New Student Check to enter a new Student ID.</p>	
<p>Student and address will be checked to ensure no duplicates are issued.</p> <p>A message will appear with the results of the check.</p>	<p><b>A MiFi Hotspot has already been assigned to this student.</b> Or <b>A MiFi Hotspot has already been assigned to this address.</b> Or <b>Student nor address has been assigned a MiFi Hotspot.</b></p>
<p>If a MiFi Hotspot has not previously been assigned to this Student or Address, a button to Request Hotspot will appear.</p>	
<p>After pressing Request Hotspot, a new browser tab will open with a FreshService Request. Select the school and fill in the student ID. Check the 24-hour fulfillment acknowledgment. Press Place Request.</p>	
<p>Request will be submitted.</p>	
<p>Technology Services will inventory and assign a MiFi Hotspot to the requested student within 24 hours of a request being submitted. An e-mail will be sent for each hotspot requested when it is ready for pickup.</p>	