To insert UNMC equipment:

1. Go to the UNMC Employee Self Service Site
(https://edge.unmc.edu/ess/secure/index.asp)

2. Enter your UNMCNet ID and Password (same as your Lotus Notes)

3. Click on "Employee Links" then "Equipment" (left hand menu)

4. In the "current equipment" section, click on "insert item".

5. Choose the item being entered from the "equipment type" drop-down list, i.e. laptops, off-campus desktops, iPads and off-campus printer/faxes. If entering a laptop or off-campus desktop, select the manufacturer from the "type" drop-down list. Manufactures such as HP, Sony, Gateway, etc select "Other".

6. Enter the quantity.

7. Enter any comments about the item such as the serial number, model number, etc.

8. Enter the date the item was assigned.

9. Once complete, click on "submit". An email will be sent to your assigned PAF Coordinator or Equipment Coordinator to approve the changes.