



Student Computer Technology Check-In/Out Procedures

1. Go to http://ed.fullerton.edu/EDEL/MSCP_stuCompCheckout.html.
2. Click on the “computer check out form”
3. Print form, complete top portion and obtain your block leader’s signature (before picking up equipment).
4. Take the form to EC-324 Monday-Thursday throughout the semester to pick-up equipment between 9am and 4pm..
5. A staff member will issue the laptop.
6. The staff member and student initial next to each item on check out form indicating item has been checked OUT.
7. MSCP student may keep the computer for the entire time enrolled in the MSCP program. Upon completing the program or if you are stopped out of the program, you must remove all personal information from the computer.
8. Equipment must be returned to EC-324 and checked in by office staff.
9. Please initial the form to verify contents checked-IN.