

Mobile Device Deployment

This guide will help you understand how and when to schedule, who should schedule, and assist you by walking through the sign up process.

Q: Who should sign up?

A: Mobile devices are primarily deployed to full time certified staff members & long-term substitutes. When staff members are new to the district, transferring positions, †moving to another site, leaving the district, or have been notified their current device requires an upgrade. Staff members MUST have confirmation of employment from HR. Additionally, their account must reflect the building and position before a device can be issued! Appointments scheduled prior to transfer confirmation from HR will be deleted.

†When moving elementary to elementary, middle school to middle school, etc. **and** keeping your current position or title, it is NOT necessary to schedule an appointment.

Q: How do I sign up?

A: Go to technology.olatheschools.com on your phone or computer. In the support section at the top you will find “Get Your Device”!

Q: When should I sign up?

A: The process is setup in a way where we provide the dates and times available and you pick what works best for you! *Dates and times will adjust during holidays and summer hours.

Signing up does need to occur two days in advance so we have time to prepare your device. Scheduled appointments cannot be cancelled 48hrs or less from the appointment time. If it is after the 48hr deadline and you require a cancellation/ reschedule, you will need to contact mobiledevicedeployment@olatheschools.org OR call the Technology Support Center at (913) 780-7020. We will notify you should we need to reschedule!

Q: Where do I go?

A: ALL appointments will be held at the Technology Support Center!
14250 S Blackbob Rd Olathe KS 66062

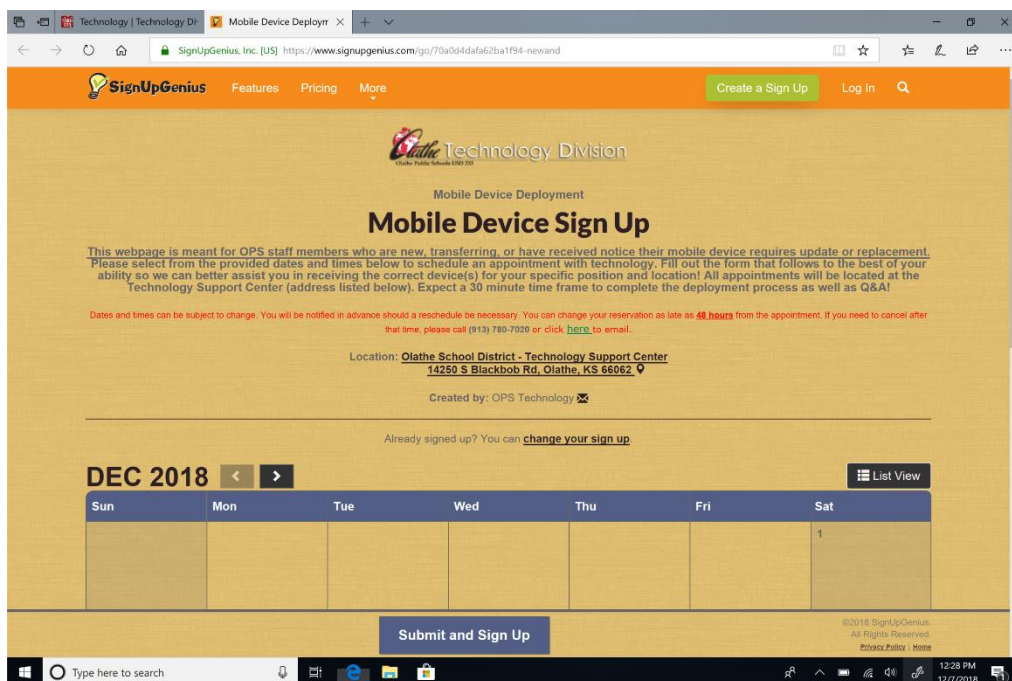
Steps to sign up

First, in a browser on your phone or computer navigate to technology.olatheschools.com.



Review the information at the top and select from the calendar below the desired appointment time.

If you're here to change an existing appointment select "change your sign up".



DEC 2018 < > List View

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|--|--|--|--|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 8:00 - 8:30 8:30 - 9:00 + more Sign Up | 11 8:00 - 8:30 8:30 - 9:00 + more Sign Up | 12 8:00 - 8:30 8:30 - 9:00 + more Sign Up | 13 8:00 - 8:30 8:30 - 9:00 + more Sign Up | 14 8:00 - 8:30 8:30 - 9:00 + more Sign Up | 15 |
| 16 | 17 8:00 - 8:30 8:30 - 9:00 + more Sign Up | 18 8:00 - 8:30 8:30 - 9:00 + more Sign Up | 19 8:00 - 8:30 8:30 - 9:00 + more Sign Up | 20 8:00 - 8:30 8:30 - 9:00 + more Sign Up | 21 8:00 - 8:30 8:30 - 9:00 + more Sign Up | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

Submit and Sign Up

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Date: 12/10/2018 (Mon.)

| Available Slot | |
|-------------------|---|
| 8:00 - 8:30 (2) | 1 of 2 slots filled Sign Up ■ |
| 8:30 - 9:00 (2) | Sign Up ■ |
| 9:00 - 9:30 (2) | Sign Up ■ |
| 9:30 - 10:00 (2) | Sign Up ■ |
| 10:00 - 10:30 (2) | Sign Up ■ |

Select Other Days **Submit and Sign Up**

Time slots will generally always be between 8:00AM-3:30PM M-F, with appointment times lasting 30 min. Each 30-minute block will allow 2 appointment slots. If a slot is taken it will display availabilities accordingly.

***Note:** Your name and other information will NOT be displayed publicly.

Sign Me Up

| Available Slot | Date (mm/dd/yyyy - CST) | Work Location & Position | Quantity |
|----------------|-------------------------|--------------------------|------------------------------------|
| 8:30 - 9:00 | Mon., 12/10/2018 | <input type="text"/> | 1 <input type="button" value="v"/> |

Name

Email

[Already have a SignUpGenius account? Login](#)

Transferring? (Optional)

Please note where in the district you're coming from.

New Employee?

☐ Yes

☐ No

What device are you currently issued?

*For existing staff members.

☐ iPad

☐ MacBook Air

☐ MacBook Pro

☐ HP Laptop

☐ Surface Pro

☐ None

Fill out the form as thoroughly as possible. The information you provide here helps us know what we need to provide to best serve you in the classroom or office.

Devices are issued based on occupation and location.

For existing staff members, we will review your account for any currently issued devices in case you do need an upgrade.

☐ HP Laptop

☐ Surface

By signing up, you agree to the [SignUpGenius Terms of Service](#) and [Privacy Policy](#).

Sign Up Now

Cancel

***Please bring any current devices (with charger) to your appointment.**

Please direct questions and concerns about the mobile device issue process to technology at:
mobiledevicedeployment@olatheschools.org or (913) 780-7020