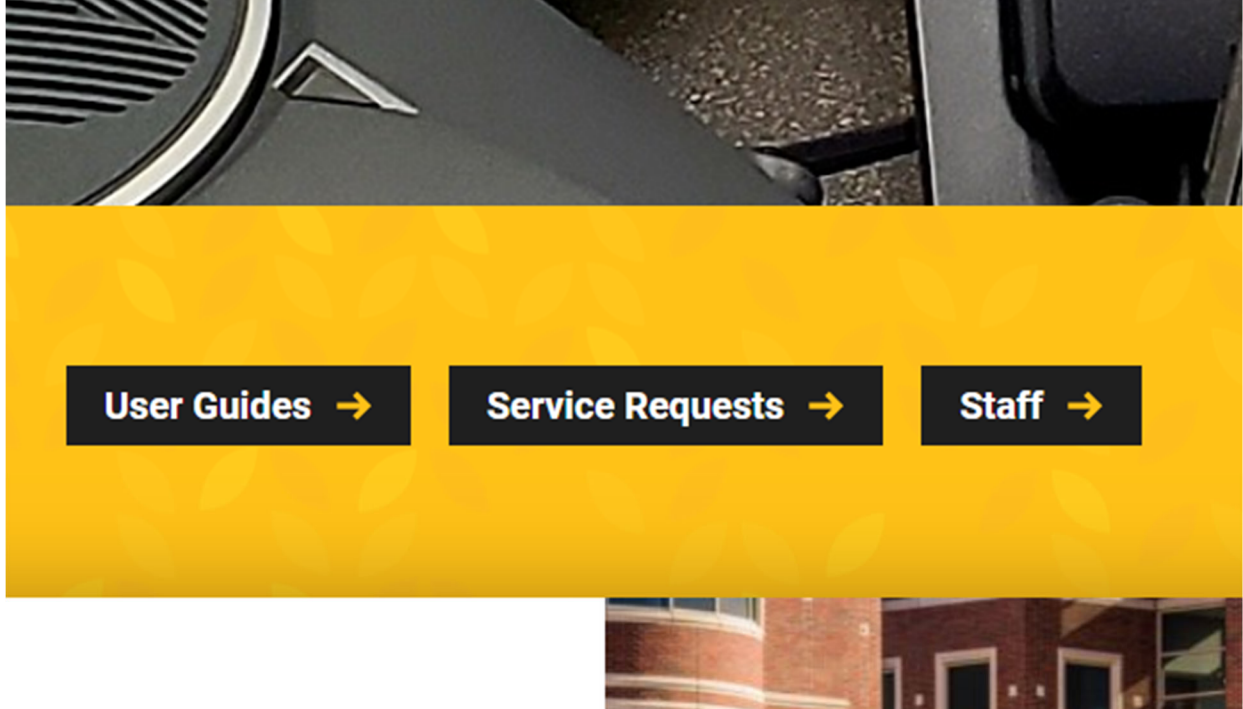


Entering Loaner Mifi Ticket

This guide is on submitting a ticket to borrow a cellular mifi device that will provide internet while working remotely.

- Visit www.wichita.edu/services/telecom. Click **Service Requests** in the middle of the page.



- Click on the form named “Wireless Internet Device for Remote Work”
- Read the information for the ticket and click **Request** on the right side
- Enter your name as the requestor (this information might be pre-populated) and the department should populate.
- Please enter a phone number we can reach you at if need be.
- **Short Description** and **Request Details** should pre-populate
- If you are entering a request for one device
 - Fill out the boxes listed
 - If you do not have a preference for carrier, please enter ANY
 - Please know we will accommodate as fast as we can replenish stock
 - Click **Request**
- If you are entering a request for multiple devices
 - Fill out a spreadsheet with the following headings
 - Name of user
 - Preferred carrier (if no preference, please enter ANY)
 - Preferred pickup date (we will try to accommodate, but are at the mercy of our carriers and their stock)
 - Enter “See spreadsheet” in the form for **Mifi Preferred Cellular Carrier** and **Mifi Pickup Date** fields
 - Attach the spreadsheet to the ticket
 - Click **Request**

I For further questions or information, contact us as 316-978-3535 or telecomservices@wichita.edu.