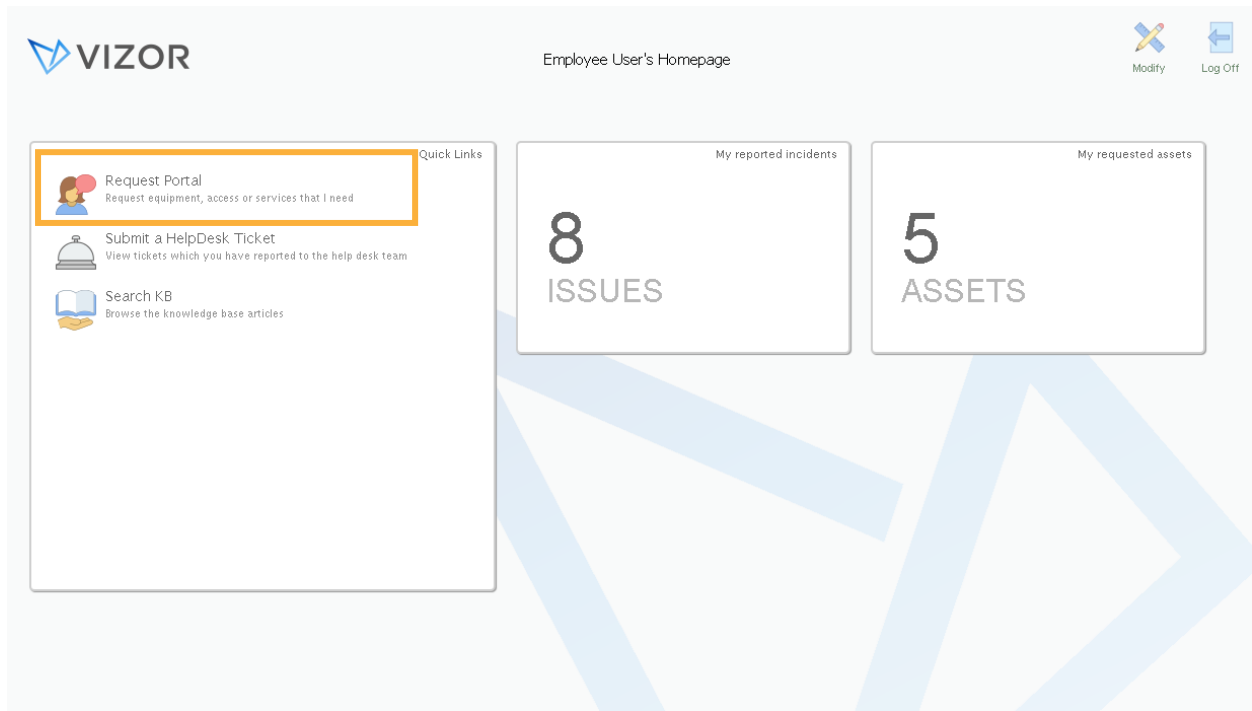
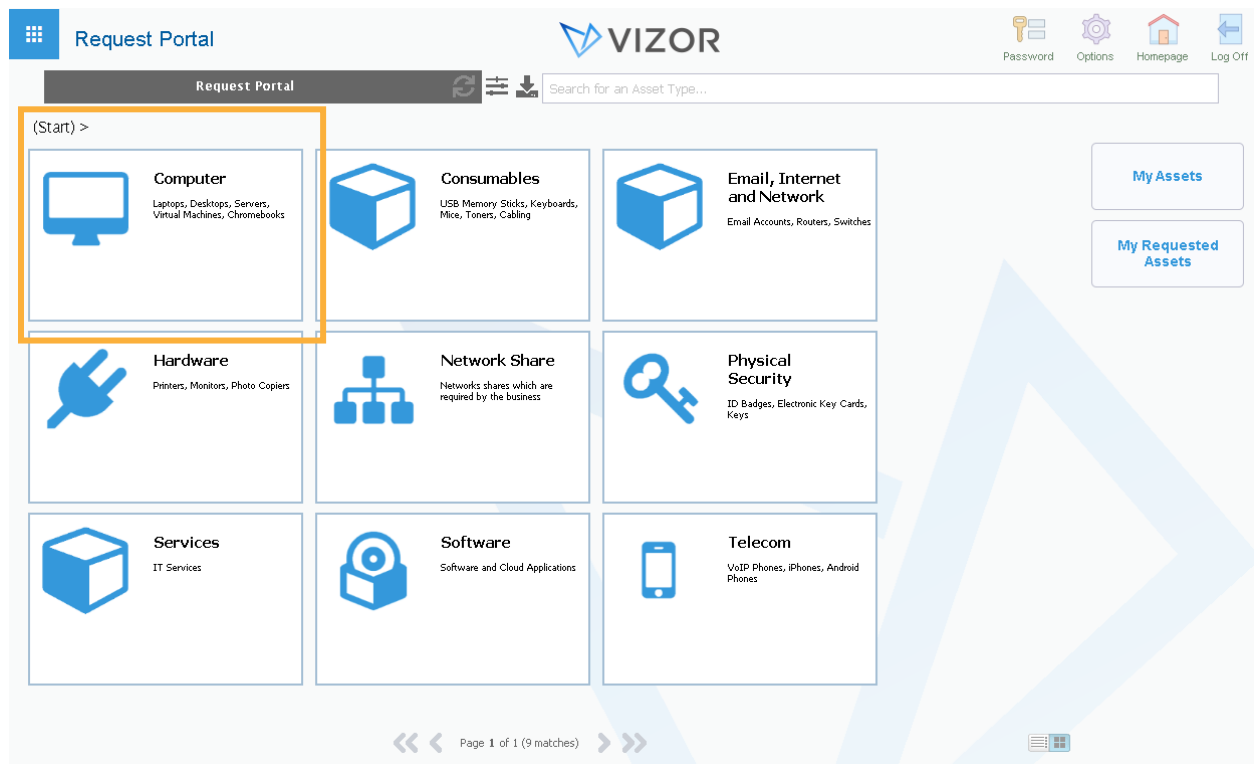


# Request an Asset (employee perspective)

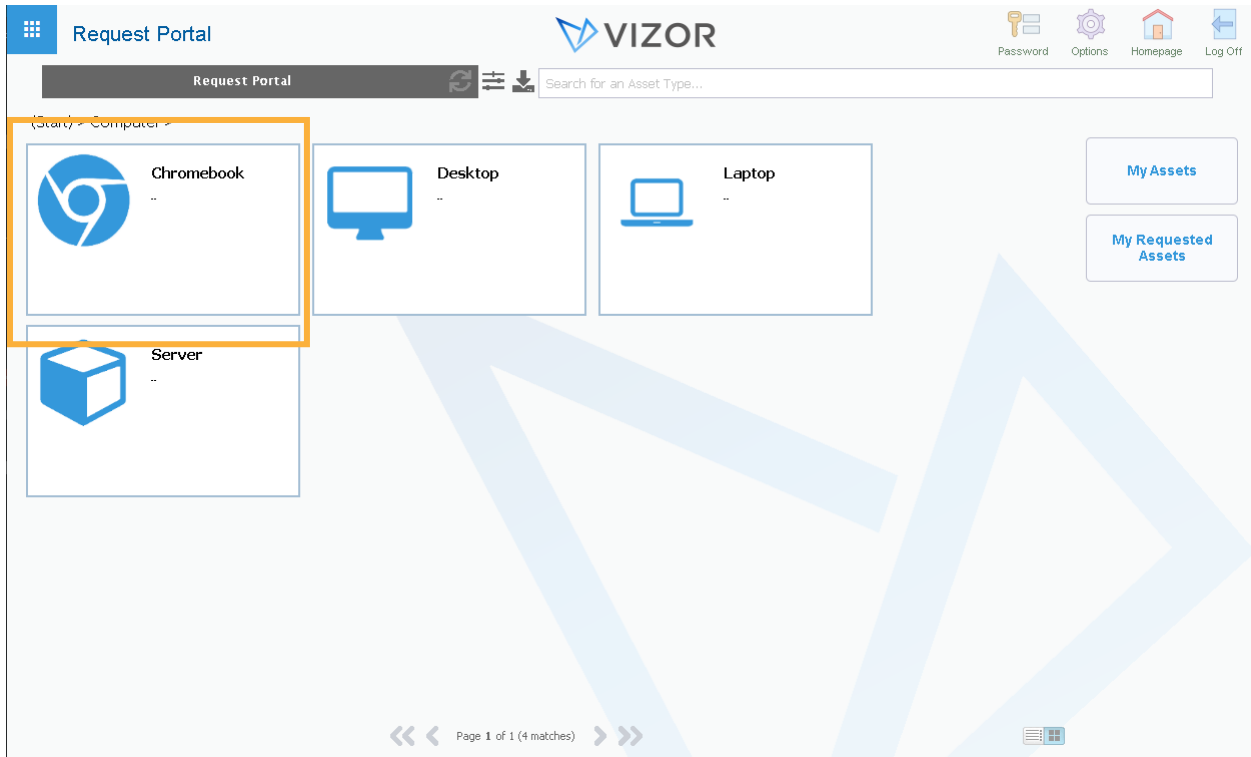
1. From an employee's perspective, this is your desktop layout. Click Request Portal



2. Click the category or class of the asset you want to request. For examples, computers.



3. Choose the type of asset you want to request. For example, a Chromebook.



4. This will open a form specifically for that asset type to fill out. Please fill out the form and press close

