



## Technology & Equipment Request Processes

Students without equipment to participate in class can inquire at the Library about the availability of iPads and laptops. Faculty can inquire at the Help Desk.

Students:

There are ~30 iPads available in the Library that can be reserved for the remainder of the term. Students need to visit the Library front-desk and present their student ID to reserve an iPad.

Full-Time Faculty:

Most full-time faculty have iPads and laptops. There are a few FTF who were issued Maryville desktops only (e.g., might not have a webcam). These faculty have been contacted with instructions for picking-up a webcam. If you have a Maryville issued desktop and did not receive a message about picking-up a webcam, please contact [learn@maryville.edu](mailto:learn@maryville.edu).

Adjunct Faculty:

There are a limited number of PC/MAC laptops available at the Help Desk (lower level of REID Hall) for check-out. We will equip a few spaces on campus with a laptop in case supplies run low, but prefer you request one in advance to avoid shared devices. If you need a laptop, you can submit the form listed below. If approved, someone from the Help Desk will reach out to you to schedule the laptop deployment.

Laptop Loaner Request Form: <https://maryvilleenterprise.tfaforms.net/4651993>

Note: You should only request a laptop if you have no other usable technology at home to host Zoom meetings.