

LOST OR STOLEN DEVICES

MY EQUIPMENT WAS LOST OR STOLEN - WHAT SHOULD I DO?

There are 2 critical steps to take should your WISD-issued equipment become lost or stolen:

1. File a report with local police. If they locate the device, they will call the WISD to retrieve it.
2. Click [here](#) to submit a HelpDesk ticket with the Technology Dept or call us at 734-994-8100 ext. 1286.
 - a. Provide as much information about the device as you are able, including the device type (laptop, iPad, etc.), asset tag number, and so on.
 - b. Provide a copy of the police report and/or the case number.

Letting the police and your Tech Dept. know about lost or stolen equipment allows us to take important security measures to protect any sensitive or confidential information on your device. Let us know about the incident as soon as you become aware that the item is missing.