

Information Technology Services

Tablet Receipt and Setup Process

Purpose: Initial receipt and setup process performed by ITS for all Gulf Coast State College tablets

- ITS receives shipment of tablets from Procurement department
- All serial numbers and purchase order numbers are verified and recorded
- Each tablet is unboxed and connected to power for charging purposes
- Initial setup of each new tablet is performed
 - GCSC security settings are added
 - Secure wireless network settings are applied
- ITS contacts the faculty or staff member to setup a time to complete checkout procedures
- ITS finishes custom setup with staff member
 - Faculty or staff member's account is setup
 - GCSC webmail account is linked to the tablet using exchange server settings
 - Work calendar is linked to the tablet and updated
- ITS gives instructions / training on use of tablet and answers any questions from staff member
- Faculty or staff member signs GCSC Equipment Checkout Form for tablets taking responsibility of the tablet and any accessories (keyboard case, video cables etc)