

How to Request a laptop for short- or long-term use.

We currently do not have any laptops in my inventory to hand out for long-term use.

Usage for 48 hours or less:

- Need to submit a DAS ticket requesting a laptop for **24 hours in advance**.
- See below for what information is needed to include in your DAS ticket.

Usage for Long Term.

- **The manager of the user will need to submit a DAS ticket.**
- See below what information is needed to include in your DAS ticket.
- When DAS receives approval from MNHC management, we will then order the laptop.
- **If you receive a Laptop for Long-Term, you will give up your desktop computer unless authorized by the executive team.**

What to Include in your request:

Manager's name:

User's name:

Business justification: Why do you need the laptop?

When do you need the laptop by _____

When will you return the laptop by _____

(BOTH dates above cannot be blank)

The user will have to complete the MNHC VPN request form.

Have the User Visit: [Remote Access Requests](#)