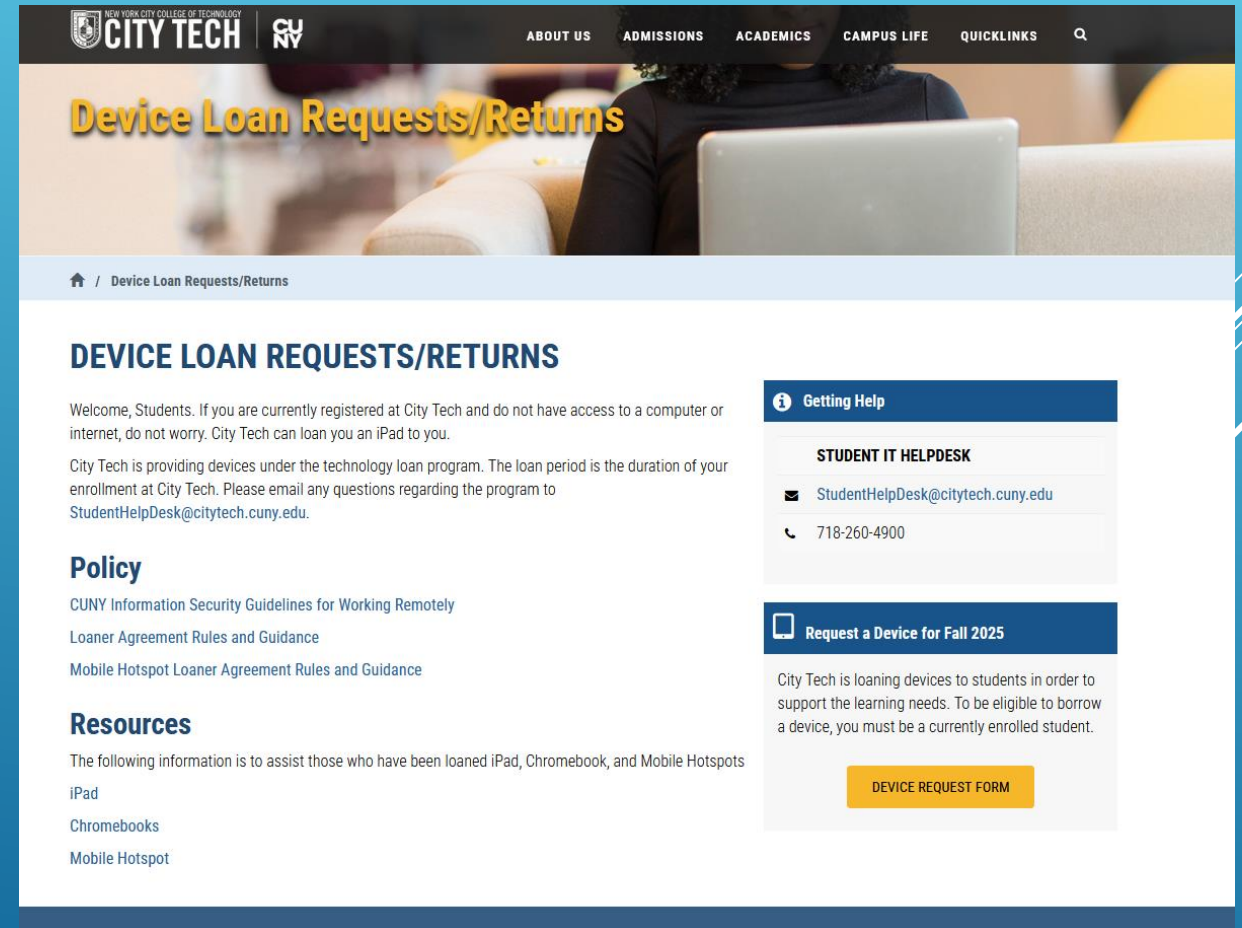


HOW TO REQUEST A LOANER DEVICE

STEP 1:

1. Please go to <https://www.citytech.cuny.edu/device-loan/>
2. Please click on the Yellow Box titled Device Request Form



The screenshot shows the City Tech website's 'Device Loan Requests/Returns' page. The header includes the City Tech logo and navigation links: ABOUT US, ADMISSIONS, ACADEMICS, CAMPUS LIFE, and QUICKLINKS. The main heading is 'Device Loan Requests/Returns' in large yellow text. Below this, a breadcrumb trail shows 'Home / Device Loan Requests/Returns'. The page content is divided into two columns. The left column contains a welcome message for students, a paragraph about the technology loan program, a 'Policy' section with links to security guidelines, loaner agreement rules, and mobile hotspot rules, and a 'Resources' section with links to iPad, Chromebooks, and Mobile Hotspot information. The right column features a 'Getting Help' sidebar with the 'STUDENT IT HELPDESK' contact information (email: StudentHelpDesk@citytech.cuny.edu, phone: 718-260-4900) and a 'Request a Device for Fall 2025' section. At the bottom of the right column, a yellow button labeled 'DEVICE REQUEST FORM' is prominently displayed.

CITY TECH **NY**

ABOUT US ADMISSIONS ACADEMICS CAMPUS LIFE QUICKLINKS

Device Loan Requests/Returns

Home / Device Loan Requests/Returns

DEVICE LOAN REQUESTS/RETURNS

Welcome, Students. If you are currently registered at City Tech and do not have access to a computer or internet, do not worry. City Tech can loan you an iPad to you.

City Tech is providing devices under the technology loan program. The loan period is the duration of your enrollment at City Tech. Please email any questions regarding the program to StudentHelpDesk@citytech.cuny.edu.

Policy

- [CUNY Information Security Guidelines for Working Remotely](#)
- [Loaner Agreement Rules and Guidance](#)
- [Mobile Hotspot Loaner Agreement Rules and Guidance](#)

Resources

The following information is to assist those who have been loaned iPad, Chromebook, and Mobile Hotspots

- [iPad](#)
- [Chromebooks](#)
- [Mobile Hotspot](#)

Getting Help

STUDENT IT HELPDESK

- StudentHelpDesk@citytech.cuny.edu
- 718-260-4900

Request a Device for Fall 2025

City Tech is loaning devices to students in order to support the learning needs. To be eligible to borrow a device, you must be a currently enrolled student.

DEVICE REQUEST FORM

STEP 2:

Please enter your information in the required fields

NEW YORK CITY COLLEGE OF TECHNOLOGY

CITY TECH

Step 1: Enter Student Information

Step 2: Pick Equipment

Step 3: Confirmation

* = Required Field

Student Information

Only current registered students can request to loan an equipment.

First Name *

Last Name *

CUNY ID *

Policy and Agreement

COMPUTING EQUIPMENT LOAN POLICY AND AGREEMENT

General


- Equipment must be picked up by the person reserving the device with a valid City Tech ID card unless other arrangements have been made.
- The City Tech Student Technology Helpdesk must be notified immediately regarding any problems with the device.
- The device may be retained for the duration of your enrollment at City Tech but must be returned at the end of an Academic Year. Failure to return the device may result in suspension of the right to borrow any college equipment in the future and/or the student's being required to pay for the College to purchase a replacement. Failure to pay the replacement cost would result in a hold on the student's account.
- Be sure to backup any personal data from the laptop – all data will be erased by a Student Helpdesk technician upon return of the device.

Care

- You are responsible for taking care of the equipment (laptop, PC, tablet, peripherals, etc.) while it is assigned to you for your exclusive use.
- You are financially responsible for the replacement of lost equipment at its original purchase price, and for the cost of repairing physically damaged equipment. Examples of possible replacement and damage costs are set forth below in this agreement.
- You are not responsible for any equipment malfunctions. Please do not attempt to repair equipment – return it to your college's student IT Helpdesk during the hours posted by the campus when someone will be available to receive it.
- Malfunctioning equipment will be replaced if possible and available.
- Report lost or stolen equipment immediately to the college.

STEP 3:

1. Please read all the information in the Policy and agreement box
2. Click on the box labeled “I agree”
3. Click on the box labeled “I’m not a robot”
4. Click Next

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CITY TECH

Policy and Agreement

use. You may also save documents to a flashdrive, Office 365 storage area, Dropbox, or email the documents or work to your email address.

- Sign off from all applications you were using and turn off the device before you return it.

Return

The device must be returned at the date and time specified by the College at the time of the loan. If you withdraw from classes, you must return the equipment to the City Tech Student Technology Helpdesk immediately.

Computing Equipment Loan Request Process

Loan requests for all equipment are fulfilled on a first come first served basis and dependent upon existing inventory. Laptops and Macbooks loans are limited to students in specialized technology courses or programs that require a more robust device. Students will be asked to show proof of enrollment in one of these programs or courses. MiFi devices are loaned to students who demonstrate need. All students are required to submit a request through the online Equipment Loan Request Form.

Financial Responsibility


Students borrowing devices assume full responsibility if the equipment is damaged, lost or not returned to the College Student Technology Helpdesk by the date and time specified. All devices must be returned even if damaged.

Replacement and damage costs will not exceed market value of the device or peripheral that is lost or damaged. Examples of peripheral device costs are as follows:

- Lost Power Adapter – Mac \$79.00 | Dell \$85.99
- Lost MiFi device - up to \$65.99

☐ I agree to the above terms and conditions concerning the loan of computing equipment. *

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

NEXT

STEP 4:

1. Please choose a device that is available
2. Click on Next

The screenshot shows the 'Equipment Loan Request Form' for City Tech. The header includes the City Tech logo and navigation links. The form is divided into three steps: Step 1: Enter Student Information, Step 2: Pick Equipment (current step), and Step 3: Confirmation. A legend indicates that an asterisk (*) denotes a required field. The 'Pick Equipment' section contains a label 'Equipment *' and a dropdown menu with the placeholder text 'Please select an Equipment'. A 'NEXT' button is located below the form. The footer contains contact information for City Tech, social media links, and the CUNY logo.

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Home / Enter Student Information / Pick Equipment

Equipment Loan Request Form

Step 1: Enter Student Information Step 2: Pick Equipment Step 3: Confirmation

* = Required Field

Pick Equipment

Equipment * Please select an Equipment

NEXT

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300 Jay St, Brooklyn, NY 11201
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STEP 5:

1. Please click confirm
2. Log into your City Tech email to check the confirmation email
3. Go to <https://it.citytech.cuny.edu/walkin-locations.aspx> to check when their office is available for you to pick up your device

The screenshot shows the 'Equipment Loan Request Form' on the City Tech website. The header includes the City Tech logo and navigation links: Home / Enter Student Information / Pick Equipment / Confirmation. The form is titled 'Equipment Loan Request Form' and features a progress bar with three steps: Step 1: Enter Student Information, Step 2: Pick Equipment, and Step 3: Confirmation (the current step). The form is divided into two main sections: 'STUDENT INFORMATION' and 'PICK UP INFORMATION'. The 'STUDENT INFORMATION' section contains fields for Name, CUNY ID, Email, and Phone. The 'PICK UP INFORMATION' section contains fields for Equipment (iPad), Date and Time (with a link to view hours of operation), and Location (300 Jay Street (Namm Building) – Welcome Center, Room L114). Below these sections is an 'Email Confirmation' section with a message: 'After clicking the confirm button below, a confirmation email will be sent to your email: [redacted]'. A 'CONFIRM' button is located at the bottom of the form. The footer includes contact information for City Tech, social media links, and the CUNY logo.

NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH

Home / Enter Student Information / Pick Equipment / Confirmation

Equipment Loan Request Form

Step 1: Enter Student Information Step 2: Pick Equipment Step 3: Confirmation

STUDENT INFORMATION
Name: [redacted]
CUNY ID: [redacted]
Email: [redacted]
Phone: [redacted]

PICK UP INFORMATION
Equipment: iPad
Date and Time: To view hours of operation, click [here](#).
Location: 300 Jay Street (Namm Building) – Welcome Center, Room L114

Email Confirmation
After clicking the confirm button below, a confirmation email will be sent to your email: [redacted]

CONFIRM

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