1) Visit <u>https://wcupa.edu/ServiceNow/</u>

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2) Login using your WCU credentials



3) Using the left-side navigation, Service Catalog

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4) Click Request Equipment Loan



5) Click Student Loaner Request



- 6) Complete the Student Loaner Request form:
  - a. Under **Alternate Phone**, enter the best phone number to be reached at.
  - b. If applicable, enter an alternate email address
  - c. Specify the device(s) you would like to borrow (Laptop, WebCam)
  - d. Enter the required shipping information
  - e. Click Proceed to Checkout
  - f. Verify your request details
  - g. Click Checkout