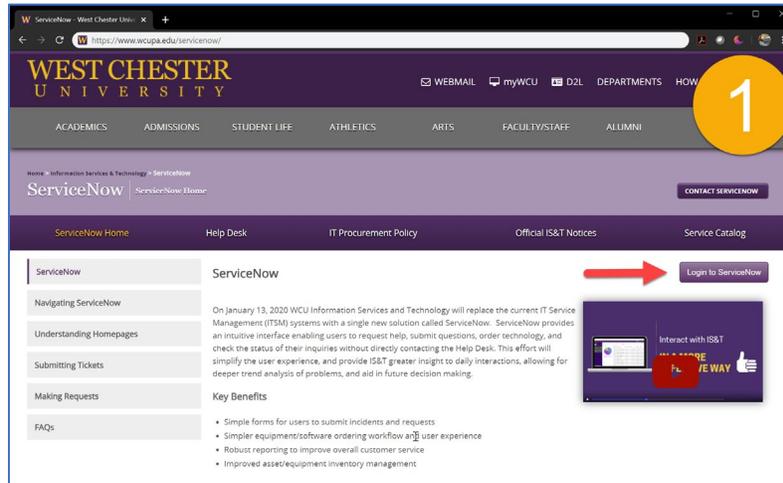
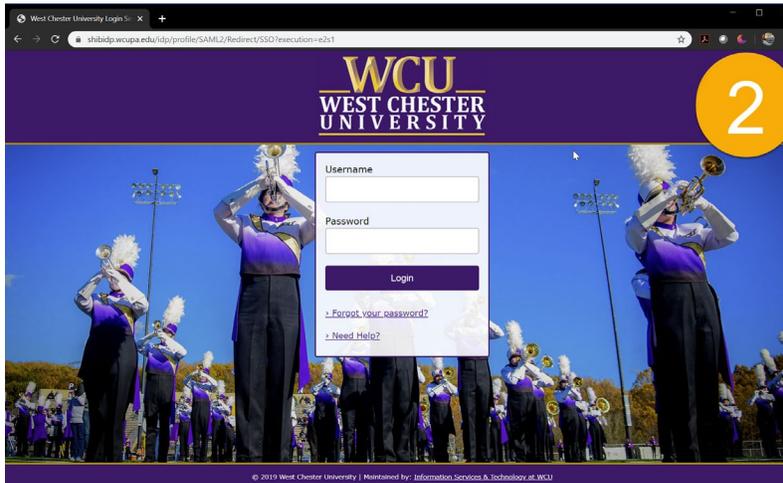


## Accessing ServiceNow to request loaner equipment

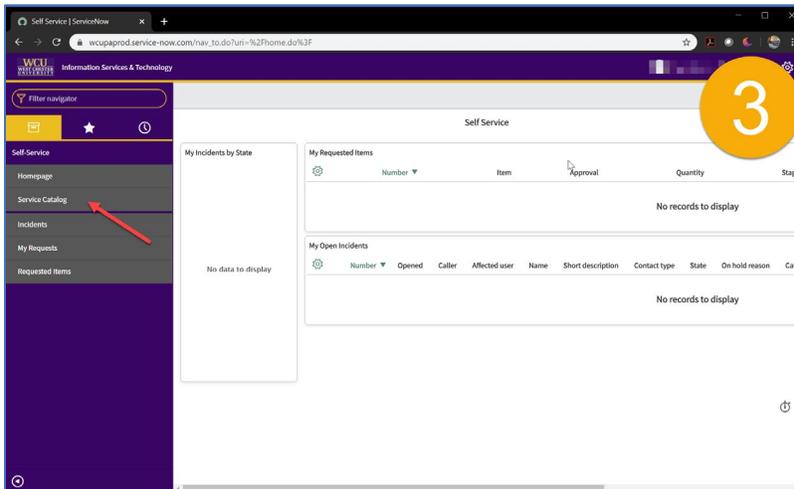
- 1) Visit <https://wcupa.edu/ServiceNow/>



- 2) Login using your WCU credentials

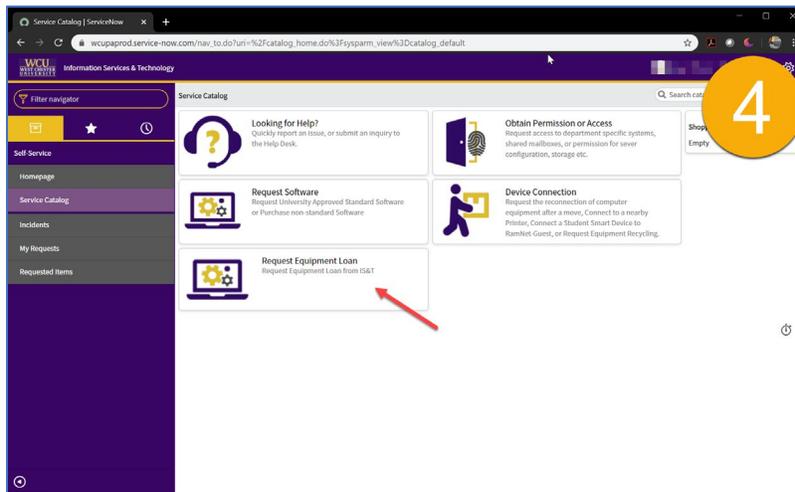


- 3) Using the left-side navigation, **Service Catalog**

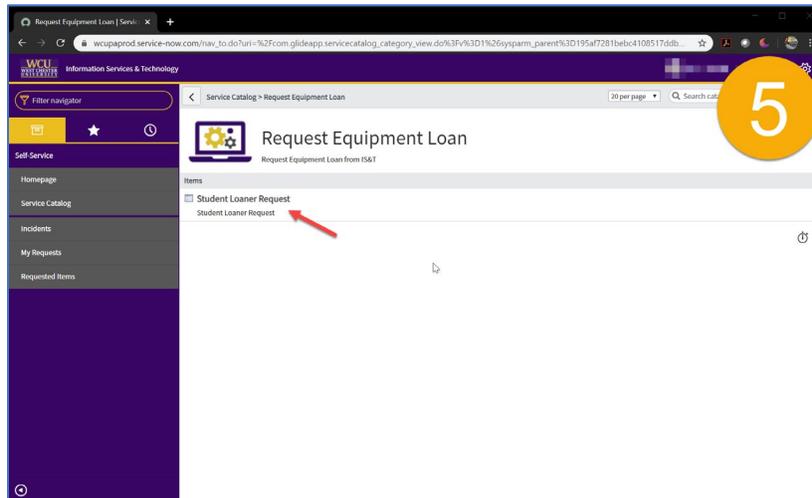


## Accessing ServiceNow to request loaner equipment

### 4) Click **Request Equipment Loan**



### 5) Click **Student Loaner Request**



### 6) Complete the Student Loaner Request form:

- Under **Alternate Phone**, enter the best phone number to be reached at.
- If applicable, enter an alternate email address
- Specify the device(s) you would like to borrow (Laptop, WebCam)
- Enter the required shipping information
- Click **Proceed to Checkout**
- Verify your request details
- Click **Checkout**