How to Submit a Softdocs Form:
Information Technology – Request for Student Laptop

➢ This document guides you through the process on how to complete and submit the Student Computer Equipment Request and Checkout Form.

➢ Advisors & *Faculty* Advisors are authorized to complete the form on the behalf of the student.

1. Navigate to https://www.dinecollege.edu/
2. Click on *MyDCPortal*.

3. Login with your DC username and password. Once done, click *Sign In*.

4. Click on the green Softdocs icon from your left side bar menu:
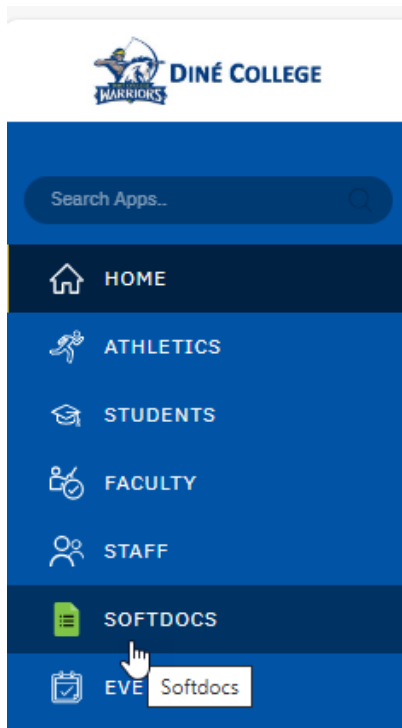
5. Upon successful login, you will see the following page.
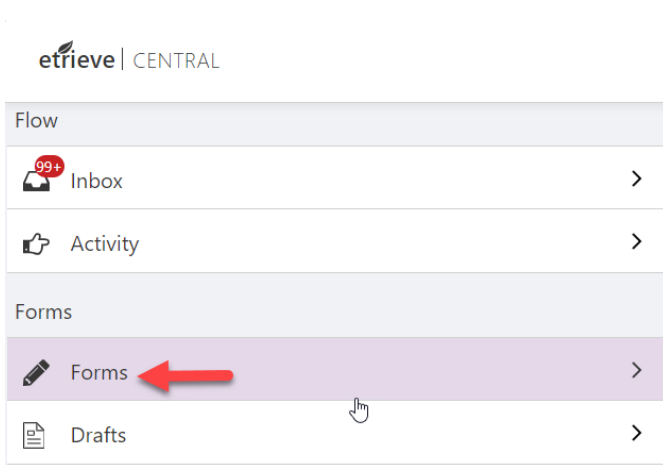
6. Select Forms

7. Select the IT Student Computer Equipment Checkout Form

8. Submitter/Advisor must complete section 1 & 2 of the form.

Section 1: Submitter/Referral Information

Advisor, Faculty or Coordinator's Name:
Advisor, Faculty or Coordinator's Name

Office Phone Number
9287246648
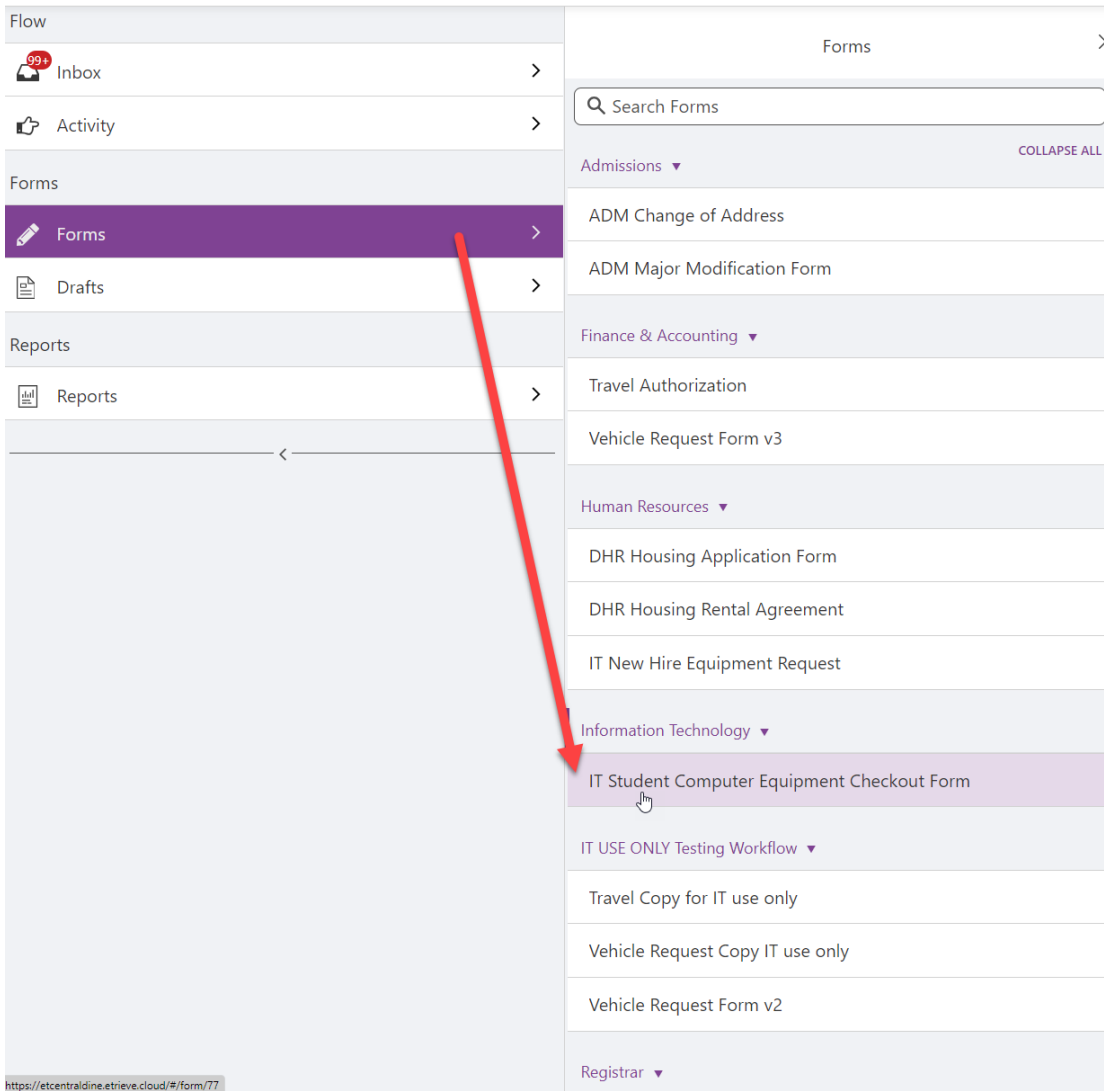
explain any details for IT. i.e. student lives in Pinon, please coordinate pick up location.

Equipment Requested by Student

Laptop?
Yes

Date of Request
08/15/2024

must be accurate for student to Esign form

Section 2: Student Information

Student Name
Dine Warrior

Student ID
verify

Email
student@dinecollege.edu

Address
1 Circle Drive

City
Tsaile

State
Arizona

Zip Code
86556

Phone no.
9287246648

Pickup Campus Center
Shiprock

Tell the student to check their school email account to E-sign the form.

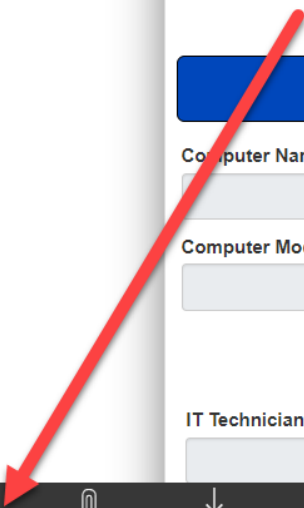**Section 3: IT Equipment Information**

Computer Name

Computer ID

Computer Model #

Serial no.

The student must login to their email to E-sign the form upon pick-up.

IT Technician

Technician Review Date

Submit   Attachments   Download   Print

9. Red errors indicates that required fields are not populated:

10. Form is routed to IT for equipment assignment and issue.

11. The student will receive an emailed notification from **Softdocs Etrieve** advising them to sign a document. The student must log into their school email account to electronically sign the form for audit tracking and acknowledgment.

12. Student signs form upon or before pick up at the designated campus.

13. Notification email goes to submitter/advisor for confirmation of completion.

14. Form is filed in Etrieve Content document repository.

15. End of process.

For 24/7 Help Desk Support for Staff, Faculty, and Students. Please call the IT Blackbelt 24/7 Help Desk Support at (877) 211-3097, (928) 724-6644 from outside the college, or ext. 6644 within the campus at any time – including holidays to assist you with any IT-related applications and IT-related services.
Live chat
Submit an IT Help Desk Ticket