

MSU Billings Loaner Laptop Request

In support of students, MSU Billings has a limited number of Windows laptops that can be loaned to students who need a device for completing their schoolwork. All loaner laptops include the Windows 10 operating system, Microsoft Office, multiple web browsers, Webex Meetings, Box Drive and VMware Horizon for connecting to the [Remote Computer Lab](#).

This program is only available to **currently enrolled** students. Please fill out the application below at least **3 days** before your pickup date when requesting a laptop. Upon review and enrollment confirmation, a laptop will be available for pickup at the Information Commons on the first floor of the MSUB Library or A076 at City College

Laptops are limited and provided as they are available. Submission of this request does not guarantee that you will receive a loaner laptop.

Policies & Guidelines:

- Laptops are loaned for a maximum period of one semester. If the laptop is still needed, please fill out the application again and check the Extension checkbox.
- Loaner laptops are to be used for academic purposes only. The laptop cannot be transferred to others and is the responsibility of the requester.
- The laptop must be returned in the same condition as on the pickup date.
- Please be sure to backup, transfer, or delete any personal data from the laptop before returning it. The IT Help Desk is not responsible for the loss of data stored on the laptop. The device will be erased upon its return.
- If the laptop is stolen or damaged, you must immediately notify the Help Desk at 406-247-5700.
- All requestors are required to provide a photo ID and sign an Equipment Loaner Agreement upon pickup.
Important: We will not be able to ship the equipment to you. It must be picked up in person.
- If the equipment is not returned **30 days** after the return date specified below, a **hold** will be placed on your student account preventing class registration in the future.

Student Name: _____

Student Email: _____

Student Phone: _____

Student GID: _____

Pickup Date: _____ Return Date: _____

Campus **University Campus** **City College**

Are You a SSS **Yes** **No** **Extension Request**
Student?

Justification/Need:

Student Signature _____ Approval _____