

COMPUTER LOAN REQUEST FORM AND/OR INTERNET ACCESS SUPPORT REQUEST

1. Complete and submit the form below
2. You will receive instructions on when to pick-up your device(s)
3. During the designated time, pick up your device(s) at the Dane Smith Hall computer station (Northeast Doors)
4. Call 505-277-5757 (option 2) for help

In response to the unprecedented COVID-19 pandemic and New Mexico efforts to contain it, UNM is delivering more of its classes through remote instruction. We have a limited number of laptops and iPhones, which can be used as mobile hotspots for wireless internet, available for students. For the Spring 2021 semester, we will also have short term computer checkouts available in Dane Smith Hall and at Zimmerman Library. For more information on UNM Computing resources, visit <https://computing.unm.edu>.

If you are unable to access online coursework and other resources because you lack either a computer or Internet access and need a long-term computer checkout, please fill out the form below. Devices checked out for Spring courses will need to be returned by May 17, 2021. If you are in a program with courses that end later than May 17, please note that in the form below or in your email to avdept@unm.edu. Return instructions will be emailed to you.

Name	Date
<hr/>	
UNM ID #	
<hr/>	
Major (or Intended Major)	Department
<hr/>	
Email	Phone
<hr/>	

What is the best way to contact you?

Are you a Pell Recipient? Yes No Do you have access to reliable Internet Service? Yes No

Please check all that apply (PLEASE RESTRICT YOUR REQUEST TO ONLY THE EQUIPMENT THAT YOU MUST HAVE TO COMPLETE COURSEWORK SO THAT WE CAN SERVE AS MANY STUDENTS AS POSSIBLE):

- I am requesting a computer loan.
- I am requesting Internet access support.

Why do you need this equipment?

If you need Internet access, are commercial Internet service providers (Comcast, Century Link, other) an option for you?

Do you have any other computer equipment?

Do you have any other technology needs?

NOTE* If you have a fever, cough, or are experiencing shortness of breath, please do not come to the pick-up location in person. Please arrange with the Audio-Visual Department (contact information below) for someone who is not experiencing symptoms to pick up the laptop for you.

How to Submit this Form and Pick Up Your Computer or Wireless Device

There are several ways to submit this form and arrange to pick up a device. If you have internet access, please find an online version of this form here: at.unm.edu/coronavirus/student-tech-access. If you are able to access the form online but unable to download the PDF and attach to an email to avdept@unm.edu online, which may be the case if you only have a mobile phone, you can write answers to the questions in an email and send to avdept@unm.edu, or try one of the other two methods suggested below.

Paper copies of this form are available at the Dane Smith Hall computer station (by the Northeast doors) from 9-5 p.m., Monday-Friday. You can complete the form and submit it there.

If neither of the above options are available to you, please call the Audio-Visual Department at 505-277-5757 (option 2).

Once you have submitted your form, you will receive a time to pick up your device via your preferred method of communication. We are scheduling pick-up times to allow for observation of safe social distancing practices. Please be aware of this when you arrive to pick-up your computer.

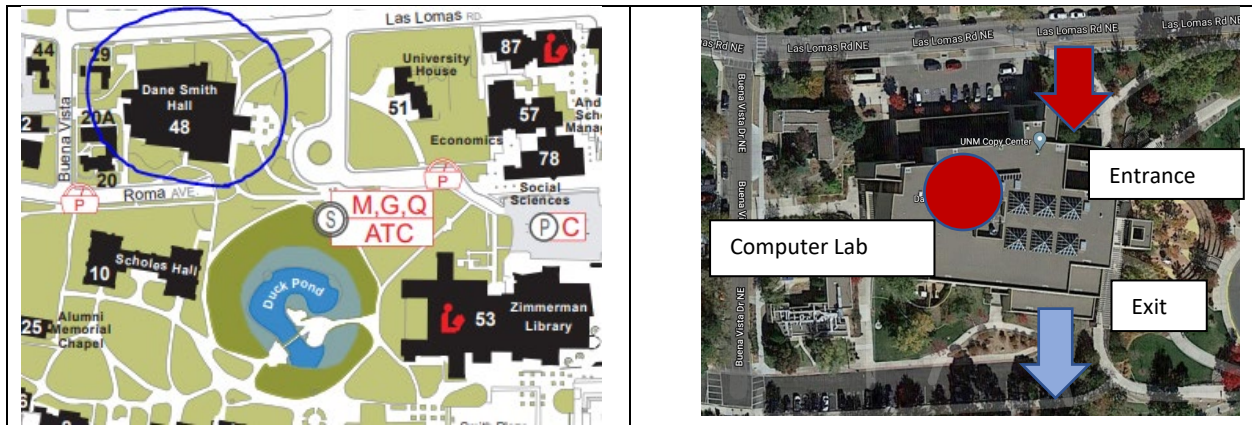
There is a limited number of devices available. If we are unable to provide you with a device, we will send information on other options available for filling your academic technology needs.

UNM Audio Visual Department – Contact Information

Email: AVDept@unm.edu

Phone: 505-277-5757 (option 2)

Dane Smith Hall Computer Station Location



Entry to the building is provided through the **Northeast** doors only, as noted by the red arrow on the map above. Please exit through the Southeast doors only, as noted by the blue arrow.

During limited operations, Dane Smith Hall is currently open from 9-5 to registered UNM Students with valid UNM ID for access to the computer lab and other limited purposes.