

Returning your Laptop

If you offboard, or if your laptop lease is coming due, we need to take your laptop along with the accessories. These points will help us keep in the loop:

1. Let us know when to expect to receive your laptop and accessories that came with it. If you need to wrap up things before you officially leave staff, that is probably fine but there is the chance that we may have to ask you to swap to a loaner laptop so that we can manage our laptop inventory for future hires.
2. If you are getting a swap, verify that your files are backed up (i.e. in OneDrive: [Sharepoint / OneDrive | Grace Church KB \(gracechurches.org\)](#)) and you recorded any miscellaneous software configurations/settings you want to keep.
3. Let us know if there are any important files/folders on your system that you want us to specifically backup to be used by someone on staff. We normally only archive your OneDrive files otherwise.
4. AVOID putting stickers or other accessories on the leased computers in general. The leasing companies strongly dislike these and will penalize us for returning equipment with these on. If you have stickers on yours, please make an effort to remove them from your computer. Sticker residue can sometimes be difficult to remove.
5. Make sure that you return your computer with **all the accessories** that came with it. People often forget to drop these off with their computer. Typically, this will include
 - The laptop itself
 - The charger adaptor
 - Any detachable cable that comes with the laptop / charger
 - If applicable, any other Monitor, Docking, or USB equipment separately purchased for your position. (*Obviously, if you are staying in your current position, you can continue to use these*).
 - If you lose your charger, cable, or anything else that goes with the laptop, *please* inform Grace IT before returning your computer so that we can act accordingly. These are required and expected to be returned along with the computer.
6. If you have been using a Mac that is due, and you use your Apple ID **AND** you turned on "Find my Device", you are responsible for **turning off Activation Lock**. (**Also, for more information and to turn off activation lock when you don't have your computer on hand, look at [Remove a device from Find Devices on iCloud.com - Apple Support](#)**). You can also look at [Deactivating Activatio... | Grace Church KB \(gracechurches.org\)](#) for disabling directly on your Mac.

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