



WELCOME TO FRANKLIN HIGH SCHOOL! LAPTOP REQUEST PROCESS

1. Have you registered online?
 - a. (If no, please go to **episd.org/enroll** to complete the process.)
2. Make sure that you selected **YES** to the **POWER UP** agreement.
 - a. (If you are not sure, log back into the registration portal to check.)
3. Do you have a schedule set up by your counselor?
 - a. (If no, please call or email to make arrangements.)
4. Once you are registered and have a schedule:
 - a. The book room clerk will send a request to IT.
 - b. Request will be processed. When ready, the parent/guardian on file will get a call with pickup time and date. (Pick up at the Information Technology Office: 2300 Murchison Dr.)
 - c. You will get your sign in credentials at this time if you do not have them. (These can be used for accessing all district learning platforms.)
5. Once you have your laptop, make sure to use the laptop case provided to protect it. It is also a good idea to get a hard case and keyboard cover to protect it from damage. These can be obtained from a variety of online vendors for a low cost.