

SC Laptop Buyout Information

When you graduate, you are eligible to purchase the Microsoft Surface you are using for \$50.

Unless you don't want the laptop, in which case you will turn it in after classes are completed. To return the laptop rather than purchasing, please contact the SC Helpdesk at sc.helpdesk@sckans.edu within 10 days of the end of the semester to request instructions on properly returning the laptop. A credit will be issued to your account once the return is confirmed and has been inspected without damage.

The Administrative Access restrictions are lifted once the machine is purchased and paperwork completed.

Once the buyout paperwork is completed, technicians at the SC Helpdesk will remove the administrative restrictions on your laptop. If you do not contact the SC Helpdesk to complete the buyout paperwork and process, you will not have administrator access to your laptop.

No personal data is removed from the machine in this process.

The software that is loaded onto the machine remains on the machine. Documents, pictures, email, music — all of it stays intact and we don't touch it.

Your Office 365 account & SC email address will expire approximately 1 year after graduation.

Your Office 365 account & SC email address will be active for one year after your last date of enrollment. Please take the opportunity to migrate any of your personal data that you may need from your college-provided OneDrive storage and change any external accounts that are associated with your SC email address as soon as possible to avoid any interruptions in service. Please note that this affects your Microsoft Office licenses, which will expire when your account is disabled.

Student Accounts receives the payment, but the SC Helpdesk needs the paperwork.

Student Accounts will receive your payment for the laptop buyout. The SC Helpdesk will not accept payments. You will need to provide the receipt showing that the buyout fee was paid to the SC Helpdesk to have the administrative privileges updated and the ownership of the laptop transferred to you. If you pay online on Self-Service, a receipt will automatically be emailed. An electronic copy of the receipt is sufficient. Your balance including tuition and fees must be paid in full before you are able to complete the buyout process.

The buy-out process will begin the week of finals and continue beyond graduation.

Pretty simple: You can complete this process for buyout purchase any time during the week of finals or afterwards by contacting the SC Helpdesk at sc.helpdesk@sckans.edu to set up an appointment. This process may take up to one hour and will be performed remotely by appointment only. If you do not contact the SC Helpdesk to complete the buyout process, you will not have administrator access to your laptop.

Questions? Contact the SC Helpdesk!

sc.helpdesk@sckans.edu

