

Enrollment Pool FAQ

What are the benefits of being an EP person?

- \$1,000 Stipend
- Another way to support your colleagues who are also participating in MLTI
- Significantly improved transfer time for your own school district

How and when is my stipend paid?

- New Enrollment Pool techs must fill out a State of Maine Vendor Form to receive their stipend. Stipend payments are issued by the beginning of May during the school year the work was done.

How many devices will my school store?

- Depending on the size of the EP you serve, you may have to securely store on average 50-100 devices.

How much space should I expect to need for storage of the Enrollment Pool devices?

- Please allow a space of approximately 5' x 10' to accommodate your Enrollment Pool devices. Shelves that can hold 2'x2' boxes are ideal

How much time does summer redistribution actually take?

- Availability for summer redistribution is key to a smooth transition throughout the summer months. We ask that you are available at least 1 weekday per week throughout the summer, and also notify us of your summer availability.

Which solution of devices will I be responsible for during summer redistribution?

- During the school year, you typically would only be responsible for those device types at use in your school, however during summer redistribution we ask that you help redistribute all devices within your region.

What should be included with a return/transferred device?

- The MLTI device (ProBook, ElitePad, MacBook Air or iPad)
- Protective sleeve (Targus or Brenthaven brand)
- Charger (power cord & power brick w/ duck head, or power brick and USB cable)
- iPads must be returned with Apple SmartCase or STM Case
- Apple Primary staff returns must include a MacBook Air 13" & an iPad Mini
- All Apple Staff device returns also must include a VGA adaptor

What if an incoming device is damaged? What is the process for receipt of a damaged device? Am I liable for repairs of damaged devices?

- If an incoming device is damaged, please do not accept the device into your Enrollment Pool school. Request that the sending school submit the device to the repair depot. Alternatively the sending school may opt to assign a non-damaged device to your Enrollment Pool. Enrollment Pool schools are not financially responsible for incoming devices that are damaged. The Project Office will mediate any disputes about responsibility for damaged devices accidentally accepted by the Enrollment Pool.
- If the Enrollment Pool does not discover that a device is damaged or requires repair until after accepting the device, the device should be dispatched to the MLTI Depot.
- Once the device has been dispatched, the EP tech should send an escalation through the DepotWorks feedback link located in the lower right corner of the DepotWorks web site. EP techs should note "Enrollment Pool has sent Asset #xyz damaged by school xyz (reference school code), and should be transferred to School 10, Maine Dept of Education". The device will then be repaired or replaced and returned with no charge to the Enrollment Pool.
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Am I required to re-image the incoming devices?

- Enrollment Pool techs are not required to re-image incoming devices. If you notice a device needs to be reimaged, it is helpful to do so. We do ask that you check incoming devices over for physical damage prior to accepting the device to your Enrollment Pool.

What do I do when my school needs an additional device?

- Request additional devices due to increased student enrollment or additional staff at <http://mlti.org/devicerequest> and the MLTI office will initiate the process.

How can I be sure that enrollment pool devices do not get mixed up with my normal devices in the asset manager?

- There is a special EP school in the asset manager for your Enrollment Pool inventory. Enrollment Pool schools are noted as EP Your School Name.

Am I allowed to use an Enrollment Pool device as a spare at my school? What if it's an emergency and I am out of spare devices at my school – Can I issue an Enrollment Pool device temporarily?

- Enrollment Pool devices are strictly for increased enrollment purposes only. Devices you are storing are not to be issued for temporary use. All schools are given a 2% spare count to accommodate for emergency situations.