Stolen/Lost UHCL Device

Note – University procedure requires that, before taking a computer off-campus, you should have completed a Property Removal Form and submitted it to Asset Management. Having this information on file facilitates the filling out of this form and enables us to more effectively address cases where a computer is lost or stolen.

If your UHCL computer is stolen or lost, perform the following as soon as you realize the equipment is missing:

1. Collect as much of the following information as possible and enter it into the spaces provided:
   a. Is the computer stolen or lost?
   b. Name of person filing report:
   c. Street Address:
   d. City:
   e. State: _____   f. Zip code: _____
   g. Country:
   h. Phone number:
   i. Computer Make: (e.g., Dell)
   j. Computer Model: (e.g., LATITUDE_D810)
   k. Computer Serial/Asset #:
   l. UHCL tag number:
   m. Is the "UHCL" and the tag number engraved on the bottom of the unit?
   n. Purchase Order number:
   o. Other hardware (incl. power cords)
   p. Date of theft/loss:
   q. Last known computer location:
   r. Details of theft/loss:

2. Report the incident to the police department of the community where the incident took place. If on-campus, contact the University Police Department. Obtain the following from the police department and enter it here:
   a. Agency Name: (e.g., Houston Police Department)
   b. Agency Phone Number:
   c. Police File #:
   d. Investigating Officer/Badge#:

3. Contact the following University areas and provide them with a copy of this completed form:
   a. The University Police (extension 2222)
   b. The University Information Security Officer (extension 2954 or security@uhcl.edu)
      Note – Be prepared to discuss the types of information may be stored on the computer's hard drive, especially any personally identifiable information (PII), e.g., Social Security numbers, employee/student ID numbers, birthdates, drivers' license numbers, passport numbers or any other sensitive personal data.

4. Upon receipt of the form, the University's Information Security Officer will notify UCT Technical Services, the appropriate Property Custodian and University Property Management.

5. UCT Technical Services will determine if tracking software is installed on the computer. If it is, UCT Technical Services staff will take the necessary steps to activate the alert process through the tracking company. *IMPORTANT NOTE: Computer theft must be reported to UCT within one (1) working week as we must contact the tracking vendor within thirty days of the incident.*

6. UCT Technical Services will provide the person filing the report, the Information Security Officer, the appropriate Property Custodian, University Property Management and University Police with copies of all correspondence from the tracking company.