Lost and Stolen Device Communication

To::
University of Arizona Community
Names and titles:
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Date::
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The recent COVID-19 pandemic has quickly shifted the university to work in a remote environment. Workstations, including laptops and other devices that may store or transmit university data, are now being used in different locations.

It is timely to remind faculty and staff of the Lost and Stolen device reporting process that was rolled out in February of 2020.

If you or someone in your department encounters a loss, please encourage them to report the instance using the following procedures.

Lost or Stolen Devices Reporting Process

The University of Arizona has 16,000 employees that possess personal- and University-owned technology devices (phones, laptops, desktop computers, tablets, servers, etc.). While all University-owned devices require encryption to protect data from being compromised, it is important to act quickly if your device is lost or stolen.

University employees need to follow these three important steps:

- Report device theft immediately to law enforcement. For thefts that occur on University Arizona Main Campus, please contact UAPD at 520-621-8273.
- Any personal- or University-owned device that has University information or data MUST also be reported to the University.
  - Complete the University's Lost or Stolen Device webform [1] at the University of Arizona Police Department website [2].
  - To complete the form, you will need:
    - Contact information of the device owner, including UA NetID
    - Type of university data on the device or accessible with the device.
    - Examples of university data may include student records or grades, employee information, research data, etc.
    - Case number if reported to UAPD or another agency
    - Note: If you encounter any technical issues with the webform, please contact the 24/7 IT Support Center at (520) 626-TECH (8324).
- Contact your immediate supervisor.
The **Lost or Stolen Devices Process** has been recently updated by the UAPD in collaboration with the University's Information Security Office and Risk Management. For more information or questions about this process, please contact [LostOrStolenDeviceSupport@email.arizona.edu](mailto:LostOrStolenDeviceSupport@email.arizona.edu) [3].

**Source URL:** https://uaatwork.arizona.edu/uannounce/lost-and-stolen-device-communication

**Links**
[1] https://forms.office.com/Pages/ResponsePage.aspx?id=BVXjXo7rKUmTfWRd9QEyFLKW3_iHRsVBvPd9jAsTXaJUNkrjXhRJ4a0eUQZVvRjRjUZV1VjS3VHlQlL0NBSU0lQCN0PWcu
[2] https://uapd.arizona.edu
[3] mailto:LostOrStolenDeviceSupport@email.arizona.edu