

Lost or Stolen Devices Reporting Process

To::

UA Faculty, Staff, and Students

Names and titles:

Barry Brummund, Chief Information Officer

Date::

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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:

- 1. Report device theft immediately to law enforcement. For thefts that occur on the University of Arizona main campus, please contact UAPD at 520-621-8273.
- 2. 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]. To complete the form, you will need:
 - Contact information of the device owner, including UA NedID
 - 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).
- 3. 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** ^[2].

Source URL: <https://uaatwork.arizona.edu/uannounce/lost-or-stolen-devices-reporting-process>

Links

[1] https://forms.office.com/Pages/ResponsePage.aspx?id=BVXjXo7rKUmtfWRd9QEyiFLKW3_HRsVBvPd9jAsTXaJUNktFRUw4WVZZTEdBU0xHTzVaSTZSQTNJTtYQIQCN0PWcu

<mailto:LostOrStolenDeviceSupport@email.arizona.edu> [2]