Agreement Regarding UAB Staff International Travel Loaner Laptop Program

You have the opportunity to use a laptop from UAB IT for UAB business while travelling internationally. By taking possession of the laptop, you are agreeing to/acknowledging the following:

- *You agree that this laptop will be used as configured for work during international travel.*
- *You acknowledge that the laptop is being managed by UAB IT through Microsoft Intune, and you agree that this configuration will not be altered or removed.*
- *You agree that the laptop will not be reimaged or added to any domain.*
- *You agree not to alter the laptop at any time including but not limited to upgrading the processor, or its memory capacity.*
- *You acknowledge that you will log on to the laptop with your BlazerID and password, and that all UAB work and resources will be performed and accessed as instructed below.*
- *You acknowledge that Windows OS patching from Microsoft is enabled, and you agree that you will not alter or disable Windows OS patching.*
- *You acknowledge that the Citrix Workspace Client has been installed on the laptop and is accessible through a shortcut on the desktop. This allows you to perform your UAB work and have access to your UAB resources in a secure environment without connecting to the campus VPN.*
- *You acknowledge that all UAB work and access to on-premises resources (mapped drives, mapped printers, file storage) must be done through a Personal Virtual Desktop that is being provided as part of the loaner laptop request. The Personal Virtual Desktop can be accessed through the Citrix Workspace Client shortcut on the desktop.*
- *You agree that any legal licensed software that you need to perform UAB work will be installed on the Personal Virtual Desktop, and may be installed on the laptop with assistance from UAB IT.*
- *MS Office applications have been installed on the laptop for use if access to the internet is not available. Data may be saved locally to the Documents folder and will be backed up to your personal UAB OneDrive once internet is restored. You acknowledge that data saved locally on the laptop will be deleted once the laptop is returned to UAB IT.*
- *You agree to not install any software, data, information, or games for personal use on the Staff Laptop. You acknowledge and agree that you will be liable for any illegal or unlicensed software installed on the Staff Laptop.*
- *You agree that when connected to any network you will use the Citrix Personal Virtual Desktop to access the internet, to work, and to access UAB resources.*
- *You acknowledge that your password will be disabled and must be reset after you return the laptop upon conclusion of your international travel.*
- *You agree to use the loaner laptop only for your UAB duties, related learning activities, communications, and research in accordance with UAB's Acceptable Use Policy. Click here to review the [Acceptable Use Policy](#).*
- *You agree to use the loaner laptop in accordance with UAB's applicable policies and rules regarding data protection and the security rules. Click here to review the [Data Protection Policy](#) and [Minimum Security for Computing Devices Rule](#).*
- *You agree to follow all UAB policies and procedures regarding UAB-owned equipment. These policies and procedures include and are not limited to those found in the [You & UAB Handbook.](#)*

Repair: *Please contact the UAB IT Help Desk at 205-996-5555 or email AskIT@uab.edu for troubleshooting and repairs. Another laptop will be provided if necessary. All troubleshooting and repair on the laptop must be approved or performed by a UAB IT technician.*

Return: *The loaner laptop is due back to UAB IT within 5 business days of the conclusion of your international travel. Please contact the UAB IT Help Desk at 205-996-5555 to arrange the return of the loaner laptop.*