

How to Request a Loaner Mobile Phone

Lilly Cordova - 2025-03-27 - Comments (0) - Mobile Devices

Brown University faculty and staff can request a loaner mobile phone for any period of time shorter than 6 months. To request a loaner phone, please submit an IT Help Request via this form: <https://ithelp.brown.edu/new-ticket>

In the message section please provide the information:

- Your name (if you are requesting the phone for yourself)
- Your department
- The Cost Center that will be charged
- The approving manager's name
- Dates during which the device is needed
- Device needed (smartphone or mobile Wi-Fi unit)

Note: If the phone is being requested for travel (domestic or international) please indicate the country where the phone will be used and the dates of travel.

Once we receive approval from your manager, OIT can prepare phones within two business days.

If a loaner phone is needed for more than six months, we would recommend the department to order a permanent device.