

K-12 and Higher Education IT Documentation Template

Leverage Smart Documentation for Simplified Student Inventory Tracking



Capturing student information and monitoring their devices, applications and licenses typically involves a manual approach with separate tools. This process is time-consuming, susceptible to human errors, and can jeopardize students' digital data security.

A simple, smart and structured IT documentation platform enables IT professionals to find, track and know everything IT about their students, staff and beyond in under 30 seconds.

Leverage over 100+ out-of-the-box integrations, checklists and asset templates to cut down the noise of information sprawl by consolidating and automating multiple information sources into a single source of truth.

Jumpstart your IT documentation journey in minutes by leveraging our robust templates with a preconfigured structure that will help you make sense of the fragmented information in your IT environment.

Here's a template to ensure you document student inventory details the same way, every single time.

1. Student Inventory Tracking

Student Name:	<i>For additional details about this user, click on their name to navigate to the "Contacts" section.</i>
Grade Level:	
Devices(s) Provided:	<i>For additional details about this device, click on the device name to navigate to the "Hardware Assets" section.</i>
Laptop Type:	
Location:	
Student Contract:	
Student ID:	
Student Onboarding Checklist:	
Applications in use:	<i>For additional details about this app, click on the app name to navigate to the "Applications" section.</i>

2. Hardware Assets

Network Device Name:
Device Description:
Model:
Serial No.:
Asset Tag:
Location:
Contact:
Installed:
Physical Position:
Hostname:
CPU:
Domain Role:
Active Directory Domain:
Custom DNS Entries:
Default Gateway:
OS:
Purchased:
Expiration:
Notes:

Configuration Interfaces

Source	Name/Slot	MAC Address	IP Address	Port	Connected To	Notes

3. Contacts

First and last name:
Location:
Email:
Office Phone:
Mobile Phone:
Notes:
Active Directory
Status:
Last Logon:
Last Password Reset:
Password Expires:
Azure Active Directory
Status:
Last Logon:
Last Password Change:

4. Passwords

Username:
Password:
One-Time Password:
URL:
Password Changed:
Password Rotation
Status:
Last Rotated:

5. Software Assets

License Name:
License Usage
Active:
Consumed:
Unused:
Licensed Users:

6. Applications

Name:
Category:
Service Location:
Version:
Importance:
Business Impact:
Application Champion:
Licensing & Support Information
Vendor:
Licensing Information:

Secure, Mature and Intelligence-Driven Documentation for Higher Ed and K1-12



Make documentation easy

Create and store KB, checklists and SOP articles effortlessly, embed rich network diagrams or import Word documents so your team is empowered to train and help themselves.



See the complete picture

Link related items together, so that all the information you need is at your fingertips. Rapidly define and understand relationships between various elements of your documentation.



Secure your critical information

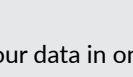
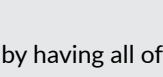
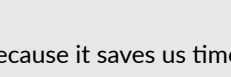
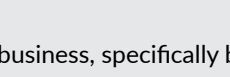
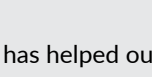
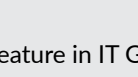
Sleep better with next-level password management featuring access control, host-proof hosting, at-risk password report and audit trail.



Build a documentation culture

Edit and collaborate directly within the platform. Automatically save and sync to ensure your documents are always up to date for all team members.

Trusted by More Than 13,000 Partners in 70+ Countries



"Documentation in a school district is extremely important – both for grant funding and student security."
- Samuel Hamra, Director of Technology, Waverly School District #6

"Every feature in IT Glue has helped our business, specifically because it saves us time by having all of our data in one place."
- Jalayne Frey, Tech Coordinator, Educational Service Unit #7

Safeguard Your IT Operations With Secure and Smart Documentation

[Request a Demo](#)

When it comes to data security, ITGlue is second to none. We have achieved a SOC 2 Type-2 attestation, a set of data security and service controls that can only be maintained through ongoing, company-wide commitment.

