



## **ADHS Sensory Loaner Equipment Program**

### **Accessing the Sensory Program Equipment Loaner Program:**

Please visit our website at [AZDHS.gov](http://AZDHS.gov)

1. Click on the A-Z index
2. Select "S":
3. Click on Sensory Program.
4. Select Equipment
5. Select Online Equipment Reservations
6. Sign in with Google account or create an account.

### **Steps to Reserve Sensory Screening Equipment:**

1. Click on Booking Tab at top of the page
2. Select New Booking
3. Select Location for pick up- Southern AZ (Tucson), Central AZ (Phoenix), Northern AZ (Flagstaff), Southwest AZ (Yuma)
4. Select "start" and "end" Dates equipment needed in the left margin.
5. Select "available" for item requested
6. Confirm dates and select continue
7. If more than one item is needed, please select "add to booking" in the left margin and repeat the above steps for each item.
8. Confirm equipment on the listed items under "Create Booking" page
9. Enter all information for Certified Screener.
10. Click Continue
11. You will receive an email confirming that your request was submitted and indicates "pending" status.
12. Once your certification is verified, you will receive an email that indicates your booking has been "confirmed" along with terms of agreement for booking.

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