

Saint Louis University Distribution Services

Electronics Recycling

How to Dispose of Computer Equipment

Getting rid of old, unused or unwanted computer equipment is as simple as filling out a ticket in FAMIS, Facilities Services ticketing system. If your IT staff hasn't instructed otherwise, you can enter a ticket for yourself via FAMIS on the Tools tab in mySLU.slu.edu.

- Go to mySLU.slu.edu
- Click the Login button on the left-hand side
- Enter your SLU Net ID and password, then click Login
- Click on the Tools tab at the top of the screen
- Then click on the Facilities Service Request button
- Enter your SLU Net ID and password to login
- Select your Site
- Select your building
- Select your Floor/Room if applicable
- Click on Service Request on the bottom-right of the screen
- Click on Create Service Request
- Verify the contact information and enter an Alternate Requestor if applicable, then click Next
- Select K -Recycling from the available services
- Select E-WASTE, then choose the type of equipment you want to recycle
- Answer the questions on the Work Description page, then click Next
- Confirm and/or correct the location, then click Next
- Review your request and click Finish to submit it

Please keep in mind, FAMIS works best in Firefox or Internet Explorer browsers.