



The TCC Lost & Found Kiosk helps students safely report, deposit, and claim lost items. Follow these steps:

◆ **Reporting a Lost Item**

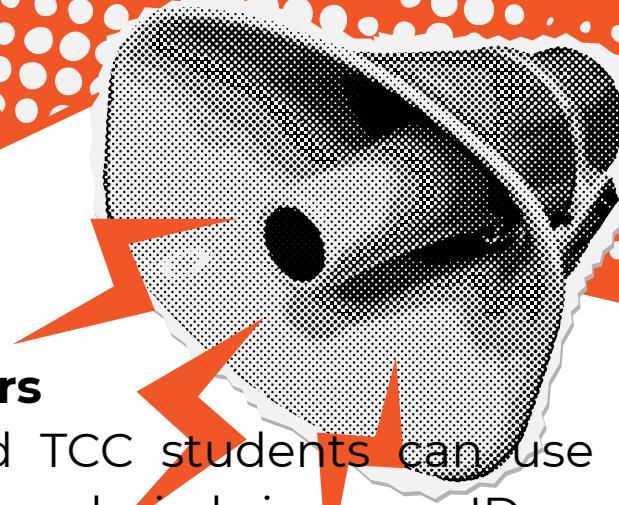
1. Select “Lost Item” on the kiosk.
2. Enter your TCC Number, select your user type, choose the item category (phone, wallet, umbrella, calculator), and add short details.
3. Submit your report.
4. You’ll receive a notification in the app once a matching item is reported as found.

◆ **Reporting a Found Item**

1. Select “Found Item”.
2. Enter your TCC Number, select your user type, choose the item category, and add short details.
3. The correct compartment door will unlock—place the item inside.
4. Close the door immediately. It will auto-lock after 25 seconds.

◆ **Claiming a Found Item**

1. Approach the CSU to open the compartment and verify your item.
2. Once verified, the CSU will allow you to proceed with the claim.
3. At the kiosk:
4. Enter your TCC Number.
5. Select your user type.
6. Take a photo of yourself holding the redeemed item.
7. Attach the photo and submit your claim report.
8. After this process, the CSU will release the item to you.



Notes & Reminders

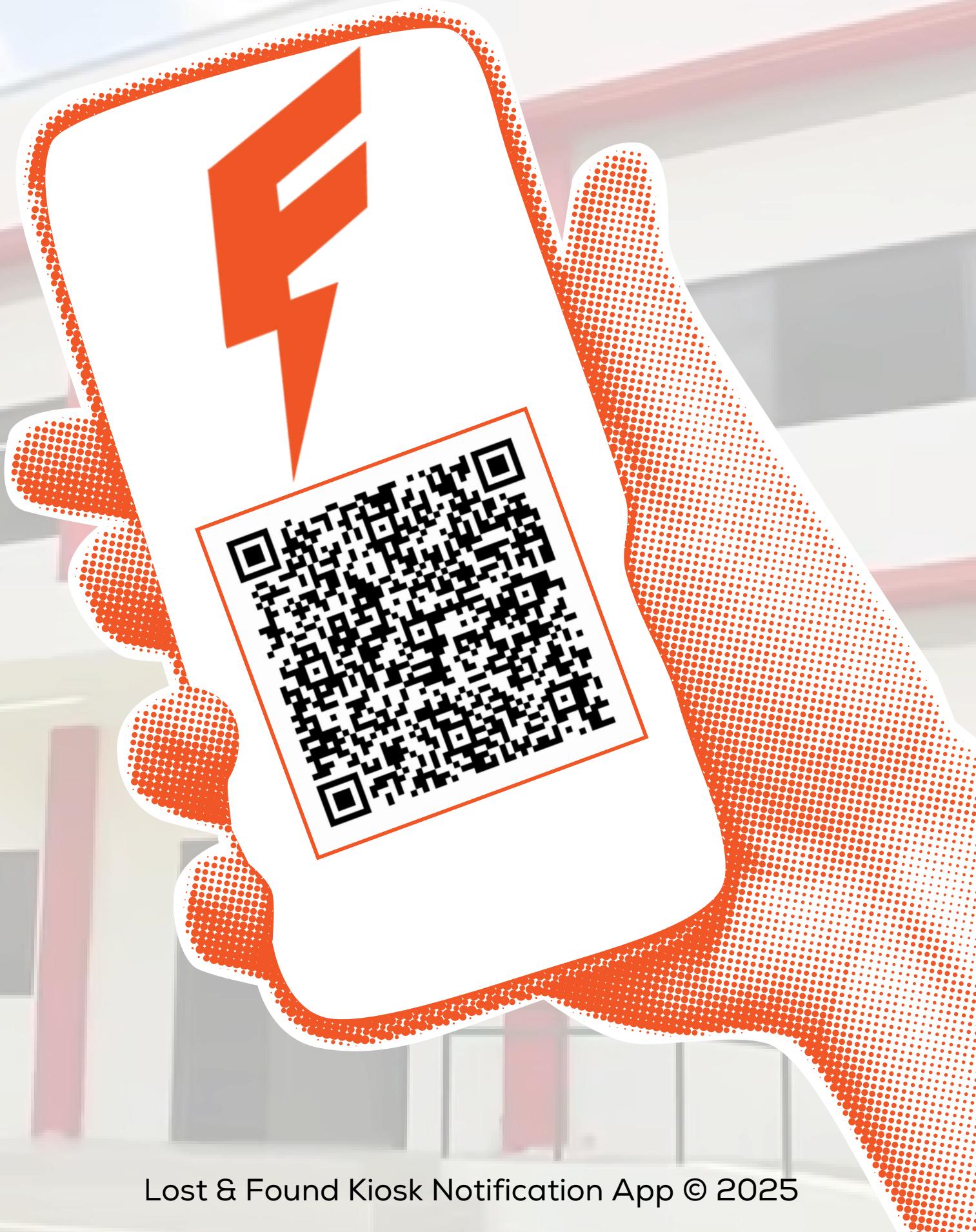
- Only registered TCC students can use the kiosk if not registered go to admin bring your ID.
- Always enter the correct TCC Number.
- Place items in the correct compartment.
- Items unclaimed after 5 days will be disposed of. Ask the CSU for guidance on redemption.
- Those who report Found may approach the CSU and present your ID to earn reward item for your contribution.
- The photo serves in the claiming report as official proof of ownership. If the item is not truly yours, the CSU may report the incident to the OSA, and you may face disciplinary action.

Reward items for Found Report:

Phone - Appreciation Card with ballpen
Wallet- Appreciation Card with ballpen
Calcu- Appreciation Card with ballpen
Umbrella- Appreciation Card with candies
Random- Appreciation Card with candies



Scan here to download the app



Lost & Found Kiosk Notification App © 2025