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| ***2017/2018 Tech Support and Equipment Request Form*** |
| Fill out this form to receive technical assistance. This form should be used for all technology related issues. This includes hardware, software, web apps and services, Equipment Requests, etc. All equipment requests can be entered in this form. Send website related requests using this form. |

\*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Room #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Type of Request: ꙱ Tech Support ꙱ Print/Poster Request

꙱ Equipment Request

 ꙱ Website Request

 ꙱ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Request: ꙱ Laptop ꙱ Internet ꙱ Poster

 ꙱ Desktop ꙱ Audio Equipment Qty \_\_\_\_\_\_\_\_\_\_\_

 ꙱ Printer ꙱ Video Equipment Size \_\_\_\_\_\_\_\_\_\_\_

 ꙱ Projector ꙱ Scanner Laminated ꙱ Yes

 ꙱ Smartboard ꙱ Telephone ꙱ No

 ꙱ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please describe the problem / request in greater detail so we can better assist you

*ie: I need a video camera on 9/10@12:00, keyboard malfunctioned, add event to website*

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\*Please describe events leading up to problem and troubleshooting attempted so far

*ie: consulted help menu, searched user forums, watched YouTube tutorial*

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