



computer service request



This form must be completed in order to ensure efficient and effective resolution of your technology problem.

You may, of course, first contact Michael Greitzer (Network Administrator) at extension 222 or Warren Jarvis (Assistant Principal) at extension 210 to notify someone of your problem, but subsequently this form should be completed and submitted to Mr. Greitzer's mailbox.

Someone will contact you regarding this request within 24 hours. If your request is submitted on Friday, someone will contact you Monday at the latest. Please be mindful that completion of this form is necessary for us to track technology problems that occur within our campus.

Date of Request:	
User's Name:	Phone or Extension:
Department:	Room Number:
Type of Computer:	
Is this an emergency that requires immediate attention? Yes No	
If no, what times are you available?	
Nature of Problem: (If you need more space, please use the back of this form.)	
<input type="checkbox"/> Forgot Password <input type="checkbox"/> Can't Logon to Network <input type="checkbox"/> Other (Please Explain)	
Has this been a recurrent problem? Yes No Don't know	
When did the device last function properly?	
Request for installation of software or upgrade of components (e.g., memory).	
Please note that funding for purchase of software or upgrades for you computer must come from your department. (If you need more space, please use the back of this form.)	
1.	
2.	
3.	
Date of repair:	
Technician's comments/recommendations:	