

Tech Service Request

Staff/Student Computer

Is this a student computer or a teacher computer?

Student

Teacher

Device #

Name

Phone

Date

User ID

Password

Device Brand

Serial #

What is the problem you are having?

Hardware Needed

Software Update

New Software

Damage

Cannot access files or programs

Cannot access internet

Cannot access network or printers

If you are having a software issue, IT needs your user ID and password for the program.

Program

User ID

Password

Additional Details

New Staff Member

Name

Position

Start Date

Device

Gmail

Classroom

Google Voice

Synergy

Frontline

Other

Device #

Brand

Serial

IT Repair Notes

Repairs

Device is cleared for use

Yes

No

Device is removed from inventory

Yes

No

IT Tech Signature

Date