

# SOUTH COLONIE CENTRAL SCHOOL DISTRICT

## HELP DESK REQUEST

School \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Room # \_\_\_\_\_

**Hardware Problem:**

Computer # (if in lab) \_\_\_\_\_

Circle exact equipment having problems:

Computer

Monitor

Printer Model (circle)      Laser      Deskjet      Other \_\_\_\_\_

Is the problem (circle):    Intermittent      Occurs all the time

Describe the problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Software Problem:** \_\_\_\_\_

**Website / Video Streaming Request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

E-mail to Information Technology in address book or  
Fax to Jack Adams @ the DO  
FAX #: 464 3321

Administrator's Signature \_\_\_\_\_

**For Office use only**

Date received: \_\_\_\_\_

Problem fixed by: \_\_\_\_\_

Date fixed: \_\_\_\_\_

Comments: \_\_\_\_\_

Revised: August 2008