

## Technology Assistance Request

Request by : \_\_\_\_\_ Date: \_\_\_\_\_

Classroom/Office : \_\_\_\_\_ Location: \_\_\_\_\_

Equipment #: \_\_\_\_\_

Type of Equipment:    Computer        Monitor        Scanner        Printer        Router  
                                 Surface        Accessories        Other \_\_\_\_\_

When did the problem begin: \_\_\_\_\_

What were you doing when the problem occurred: \_\_\_\_\_

Are others in the building experiencing the same issue?    NO    YES- Who: \_\_\_\_\_

Issue: (Explain in detail) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Error Message Received:  
\_\_\_\_\_  
\_\_\_\_\_

Please try the following before submitting this form:

1. Check power plugs/connections/network cables
  - a. Is everything plugged in and connected?
2. Check your login information
3. Log off and back on again
4. Restart equipment

Other things you have tried:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For office use only**

Repair/Diagnostics Completed by: \_\_\_\_\_

Diagnosis: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Further referral needed:        NO        YES

Date referral made: \_\_\_\_\_ Initials: \_\_\_\_\_ Date referral work completed: \_\_\_\_\_