

Aiken University High School

Technology Support Request

Staff Member Name:

Date of
Request

_____ : _____

DESCRIPTION OF PROBLEM:

Complete this form for any computer issues, which may include an improperly working computer or printer, computer lab issues, a student account problem, or if you just need help learning how to do something.

IMS computer issues should be directed to the help desk at 363-0390.

Problem Location (be sure to include room number and specify which computer):	
Detailed Description of Problem:	

****Please place completed requests in Brooks Posta's mailbox. ****

Please do not write in the space below.

You will receive a completed copy after the problem is resolved.

Level:	<input type="checkbox"/> Whole School <input type="checkbox"/> Computer Lab Classroom <input type="checkbox"/> Drop-in Computer Lab	<input type="checkbox"/> An entire class <input type="checkbox"/> Individual Computer
Problem Resolution:		
Date Resolved:		
Individual Resolving Problem:		