

IT / TROUBLESHOOT REQUEST FORM

IT SUPPORT REQUEST

This form to be completed fully and emailed to troubleshoot@ccs4u.org

ONE TASK REQUEST PER ISSUE PLEASE

Requested By Designate:	
Date Requested:	22-Dec-15
Urgent / Next Onsite Visit / As Time Permits:	
Office Address and Work/DESK Location:	
Email Address:	
Phone and Extension of SITE Experiencing Problems:	

SECTION 1: If applicable, please ensure that the following steps have been done first in an attempt to resolve your issue. If you are still experiencing problems, send your troubleshoot request placing an **X** in each applicable box.

Can you connect to the Internet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
For Computer Issues: Have you restarted your computer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
For Printer Issues: Have you restarted the printer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 2: Details. Please include as much detail as possible, including error messages received and screen shots if applicable.

(Hold down Control / ALT / PrtScn to take a screen shot and right click/paste)