

# TECHNOLOGY WORK ORDER

Direct to Rebecca Dargatz, Technology Coordinator

Today's Date: \_\_\_\_\_ Your Name: \_\_\_\_\_

Model and ESDS blue tag on Computer, Printer, or device

\_\_\_\_\_

Other Tech Problem or Concern \_\_\_\_\_

\_\_\_\_\_

Computer location in the room \_\_\_\_\_

Date you noticed the problem \_\_\_\_\_

User Name & Password if not a student computer

\_\_\_\_\_

A detailed description of the problem

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any and all troubleshooting that you have done.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other comments or suggestion you would like to add.

\_\_\_\_\_

\_\_\_\_\_