

Crestwood Schools Tech Support Request Form

Name: _____

Today's Date: _____

Building _____

Dept. or Rm#: _____

Section A: Issues (Complete Section C)

Computer

Issue with Log on Password

Issue with Internet Access

Issue with Software

Issue with Cabling or Wiring

Printer

Paper Jam

Ink Cartridge or Toner Cartridge Empty

E-Mail

Issue with Password

Issue with List Server

Issue with Spam

Gradebook (Complete Section B)

Can't Log in

Forgot Password

Forgot Teacher ID

(Building ID's - CHS=crhs, CMS=crms, PRI & INT=crpi)

Phone (K-5 & Board)

Need Voicemail Password Reset

Need Extension Changed

V-Brick (K-5)

Can't View Bulletin Board

Can't View Online Content

Can't View Cable Channels

Website Changes

Other (Specify in Section C)

Section B: Gradebook

Building GB Teacher Initials _____ Date: _____

Building GB Manager Initials _____ Date: _____

District GB Manager Initials _____ Date: _____

Section C: Detailed Description of Issue:

User Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Thanks for your cooperation!

Section D: Resolution (Tech Dept and Building administration use ONLY)

Date received by Tech Dept. _____

Completed By: _____ Date: _____

User Signature: _____ Date: _____

User not present when completed

Supervisor Signature: _____ Date: _____