



# Request for I.T Assistance



Date: \_\_\_\_\_

From: Cadet \_\_\_\_\_ Company \_\_\_\_\_

Dorm \_\_\_\_\_ Room # \_\_\_\_\_

To: MMI Technical Support

Via: Cadet Company Technology Officer \_\_\_\_\_

TAC Officer \_\_\_\_\_

Subject: **REQUEST FOR I.T. ASSISTANCE**

Computer Type: Desktop \_\_\_\_\_ Laptop \_\_\_\_\_

Operating System: Windows XP \_\_\_ Windows Vista \_\_\_ Windows 7 \_\_\_ MAC \_\_\_\_\_

Virus Protection Installed: Yes \_\_\_ Type \_\_\_\_\_ No \_\_\_\_\_

Automatic Updates turned on: Yes \_\_\_ No \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

*(Username and Password will be needed if no one is available when the technician arrives)*

Problem:

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## Tech Support Comments

Date: \_\_\_\_\_

Resolved: Yes \_\_\_ No \_\_\_

Network Issue: \_\_\_ Computer Issue: \_\_\_ Other: \_\_\_

Comments:

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