CHPR TA COMPUTER SUPPORT REQUEST

Please complete all the information below to aid in repairing any computer issues you might have. Please return the completed form to your office administrator so they can open a work request with support.

Date _______________________

Name: ___________________________________________________________

Contact phone: ______________________________________________________

Email Address: ______________________________________________________

Location of computer: _______________________________________________

Specify which computer if more than one: ______________________________

FSU Barcode number if the unit has one (Will have FLORIDA STATE UNIVERSITY on it and start with numbers below)

4920 00 00 _______________________

PROBLEM DETAILS (Include what software you were using and what you were doing that may have triggered the failure so I can attempt to duplicate). Also include the Date and time of the incident (USE THE TIME FROM THE COMPUTER CLOCK ON THE BOTTOM RIGHT OF THE SCREEN) so I can review the system logs. USE BACK OF PAGE IF YOU NEED MORE SPACE.

Office managers: Please open a work ticket and retain this page for me to pick-up. Open ticket by sending an email to dodd-techs@admin.fsu.edu Please include who the requester is and their contact information and a brief synopsis of the problem.