WRIGHT STATE UNIVERSITY - LAKE CAMPUS
IT - Computer Lab

Information Technology Request Form

WRIGHT STATE UNIVERSITY
LAKE CAMPUS

Name of Requestor

Date

Department

E-mail

Building/Room Number

Phone Number

Type of Request

Check all that apply

- ☐ System Tuning & Clean-up
- ☐ System configuration change
- ☐ Computer move or changes
- ☐ Classroom A/V problem
- ☐ Software request
- ☐ Conference phone
- ☐ Data backup or recovery
- ☐ General IT request
- ☐ Skype-WebEx-IVDL video connection
- ☐ Install Xerox print drivers
- ☐ Scantron form development
- ☐ Guest login accounts *(specify number of accounts)*
- ☐ Remote presentation clicker
- ☐ Plotter: Printing Poster
- ☐ Video recording

Description of Request:

Once form is complete click the Submit button. Your IT request form should automatically attach to an e-mail. Click send on the e-mail to submit. If an email is not popping up after clicking on submit, make sure your form is saved on your computer and not open in an internet browser.

Submit

Office ONLY

Estimated Start Date

Date Completed

Completed By