

Technology Help Desk Request Form

Beverly Public Schools Update: November 2004

Name _____ Date _____

School _____ Rm# and/or location: _____

Phone #, ext # _____ Email address: _____

Computer Inventory Number (if known) : _____

(This should be located on a tag that was placed on your computer)

Troubleshooting Tips:

- 1) Many problems can be resolved by restarting your computer; if your computer is frozen turn off your computer and turn it back on.**
- 2) Check all electrical plugs and make sure cables are firmly connected**

Describe the problem in as much detail as possible:

Symptoms, what is the computer or other hardware doing that's wrong or what is it not doing that it should.

Write the complete text of any error message (if any):

Can you reproduce the problem or is it random (if you can reproduce it, what do you have to do)?

**Email this form as an attachment to: bpshelp@beverlyschools.org
or send the form via interoffice mail to the Help Desk at Beverly High School**