

Geology IT Request Form: _____

Name: _____

Domain Username: _____

Workstation's 6-digit University Property ID: _____

Location: Building _____ Room _____

Software or Upgrade Requests:

Description of request: (Please, state any currently installed version of any requested software.)

If you are a student, please give the name of your advisor: _____

Maintenance Request:

Is the computer operational? Yes No

Description of Problem: (Please, include the exact error message or STOP error codes if available and what you were attempting to do at the time.)

Status data on the machine:

Please answer the following if known.

- Is there data on the machine that may not be backed up?
 Yes No Unknown
- Is there software installed on the machine that may no longer be available?
 Yes No Unknown

Describe any upcoming deadlines or requirements that may affect the priority of the maintenance on the machine.