

Be sure to click submit to e-mail your request
and print to keep a copy for your records.



Giles Chemical - IT Support Request

Designed and Developed by Beth A. Martin

Date:

☐ New ☐ Existing

Name or Username:

Severity ☐ Low ☐ Medium
☐ High ☐ Emergency

Type of Request
☐ Support ☐ Request
☐ Suggestion ☐ Training/Instruction

Date Needed:

Please select all that apply

- | | | | |
|----------------------------------|---------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Network | <input type="checkbox"/> E-mail | <input type="checkbox"/> Hardware | <input type="checkbox"/> Software |
| <input type="checkbox"/> Telecom | <input type="checkbox"/> Virus | <input type="checkbox"/> Other | <input type="checkbox"/> Password |

If applicable, please include the info. below.

Hardware
Computer Type:
System:
Software
Application:
Version:

Describe the problem in detail:

Please allow 2 business days for your support issue to be reviewed unless your issue is deemed to be of emergency in nature.

All IT Support documents, policies and instructions can be found on the Doc server at http://doc/html/it_support.html

As always, I can be reached via e-mail and you will be notified once your issue has been resolved or if more information is required in order to resolve it.