

Internal Memorandum

**To: CIO**

**CC:**

**From: Sara**

**Date: 10/21/2018**

**Memo #: 001**

**Re: Help Desk Request**

Good afternoon,

I am unable to access my windows system: 192.168.50.105. Would it be possible to reset my credentials? I will also be filling out an incident response form.

Thank you for your assistance,

Sara Aladham

Team A