

Work Request Form

ID Name *

First Name

Last Name

ID Email *

Co ID Email

Lead ID Email

This information is
task submitted (like acct)

} same as current form

Only use this form for AID requests. All QA, copyedit and transcription requests must be submitted through <https://52.10.9.44>

Type of Work *

Associate ID Task

Associate ID Task *

Program Code *

Course Code *

Semester (ex: SP-I, FA
II, etc.) *

Type of Course *

I would like these tasks
Appended to the end of the task name.

Same as current form
- course drop down list

Brief Description of Work

LMS Link

Use this field if the course link won't take the user directly to the course. (Examples: ADU, CWRU, USC)

Course/FTP Link

You MUST provide this if you need someone to go into your course.

Template link/location (if
applicable)

Username

You MUST provide this if you need someone to go into your course.

Same as
current form

Password

You MUST provide this if you need someone to go into your course.

Course Launch Date *

<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Day	Year

Work Due Date *

<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Day	Year

} SAME location + setup
AS current form.

I need this work back in
less than a week. *

☐ True
☐ False

Upload a File

→ SAME setup
AS 'Copyedit' in
current form.

Double-click to edit this text...

→ I believe the current form sets the
task as 'High Priority' if the work is due
back in less than 7 days.