



Computer Problem Report Form

We are constantly trying to make the Computer Labs more efficient and user friendly. If you have any problems within the computer lab please print this form, fill in the following information and **drop it off in the A2434 (Student Computer Support) mail box.**

1. Your Name

(Anonymous is also welcome) _____

2. Date and Time

_____, _____
Month Date Time

3. Computer Number (Computer # is located on the front of the computer. e.g. A2702H)

A2702___ A2704___ A2408___ C2220___ (Library) A2301___

4. What is the Problem?

- ___ Computer Hardware (e.g. DVD drive does not work)
- ___ Printer (e.g. does not print, low toner)
- ___ Application Program (e.g. cannot print from a specific program)
- ___ Network (e.g. cannot access to P: drive)
- ___ Login Name or Password
- ___ Internet or E-Mail
- ___ Any other, Please Specify:

5. Please describe the problem:

6. If you wish for Computing Services to contact you, please leave an email address or phone number: _____