



# Computer Problem Report Form

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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:** \_\_\_\_\_