***Request for IT Services***

***(Please print when filling out form and leave form in the IT Services Help Desk box located in Room B01)***

*Date: _____*

*Name: _____ Phone#:_____*

*E-mail Address_____@BlueRidgeCTC.edu*

*Location: _____Room #: _____*

*_____Computer _____Banner _____Telecommunications*

*Description of problem: _____*

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***To be filled out by IT Services***

*Brief description of work performed._____

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*Date work completed: _____*

*Work performed by: _____*

*260-4380 ext. 2238 User Support/260-4380 ext. 2237 Network Admin.*