

Request form for IT Services



COMMUNITY AND
TECHNICAL COLLEGE

Date of Request:

User's Name:

Department/Office#:

Phone Number:

Email Address: @blueridgectc.edu {Please use only your BlueRidgeCTC email}

Is this an emergency that requires immediate attention?: YES NO

If no, what times are you available if we need you present to troubleshoot?:

Computer Issue Phone Issue Blackboard Issue Banner/Bridge Issue OTHER issue

Has this been a recurrent issue?: YES NO

When did the issue last function properly?:

Description of Issue:

BELOW AREA TO BE FILLED OUT BY IT SERVICES:

Date of Solution:

Technician performing solution:

Brief description of work performed, solution, comments and recommendations:

Phone: 304-260-4380 Headquarters: Ext. 2236 Tech Center: Ext: 2238