

Date: \_\_\_\_\_

**MEMORANDUM**

FROM: \_\_\_\_\_

TO: Joshua Murray, Technology, Seton Keough High School

**SUBJECT: IT HELP REQUEST**

I need help with (check all that apply):

\_\_\_\_\_ A "how-to" question.

\_\_\_\_\_ A Software problem:

\_\_\_\_\_ Windows

\_\_\_\_\_ Outlook Email

\_\_\_\_\_ MS Office

\_\_\_\_\_ Gradequick

\_\_\_\_\_ Admin Plus

\_\_\_\_\_ ACCPAC

\_\_\_\_\_ Raiser's Edge

\_\_\_\_\_ Other (describe below)

\_\_\_\_\_ An Internet/Web Application Problem:

\_\_\_\_\_ Homework Site

\_\_\_\_\_ Web Mail

\_\_\_\_\_ Naviance

\_\_\_\_\_ Other (describe below)

\_\_\_\_\_ My computer doesn't work!!!

\_\_\_\_\_ I can't connect to the Internet.

\_\_\_\_\_ Please change my password for the \_\_\_\_\_ program to \_\_\_\_\_.

\_\_\_\_\_ Other problem not listed above (describe blow).

The following is a brief description of my problem:

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Signed:

Department:

Room #: