

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

TECHNOLOGY REQUEST

Purpose

This handout provides guidance on how to properly submit a technology request.

Please note the following:

1. Requests may only be made by Teachers and Staff.
2. Always use the Tech Request shortcut off of the SASD Start Button.

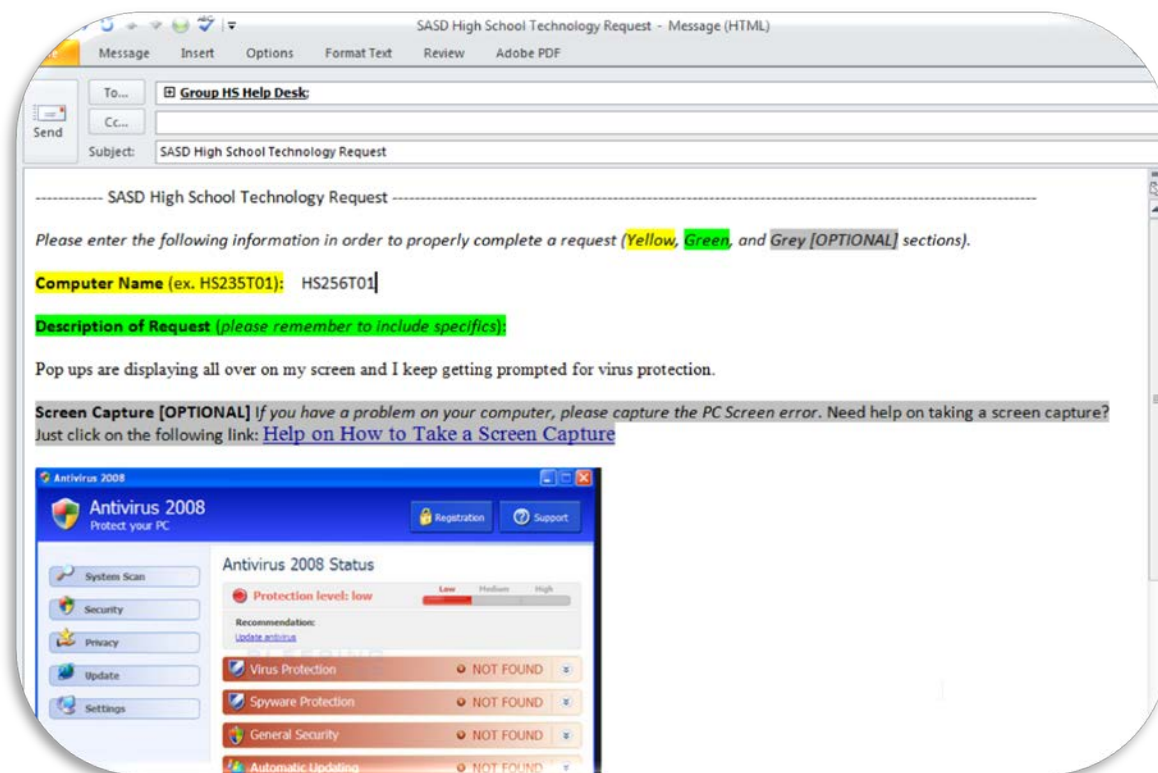
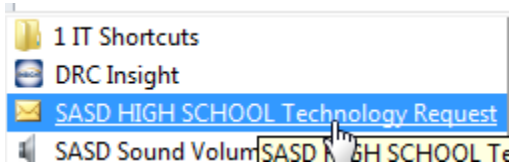


Figure 1 - Sample Technology Request

Submitting a Tech Request

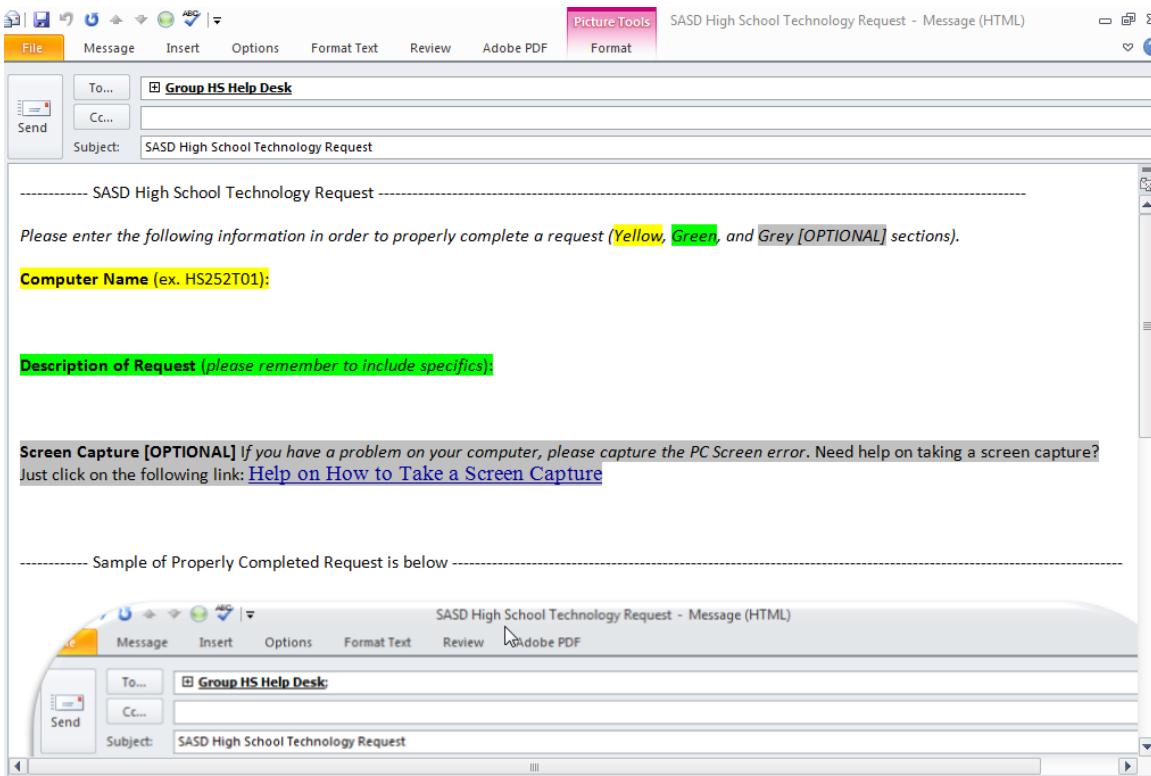
The following goes over how submit a tech request

Click the **Start** Button – then click on **All Programs**



You will see an item for submitting a Technology Request – just click on it (in this example it is **SASD HIGH SCHOOL Technology Request**).

Outlook will start up and the following screen will appear:



Enter the computer / computers that need work

Enter the description of the request

Screen capture is optional – if you have an error message on your computer, follow the instructions on how to capture the screen

When finished, your request should look like the following sample

Just click on Send

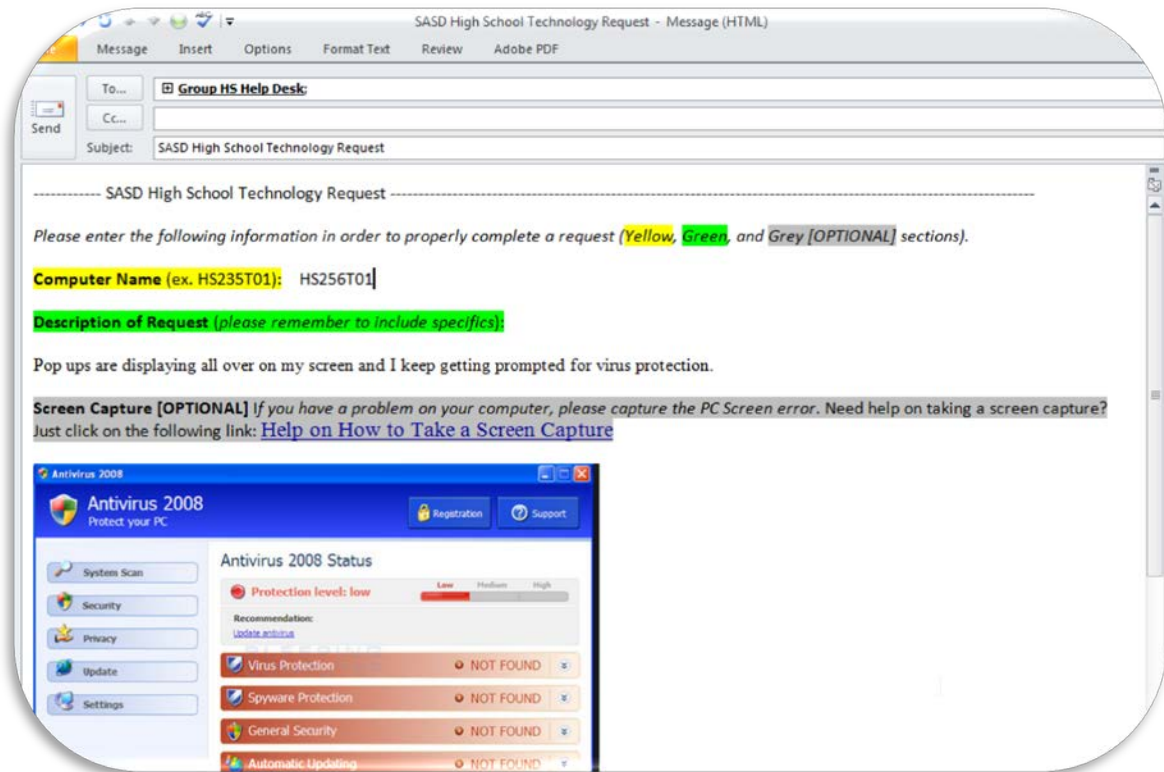


Figure 2 - Sample of Properly Completed Tech Request