

Doña Ana County Head Start

Computer Work Request Form

Name: _____ Email: _____

Center: _____ Phone# _____

Computer Brand Name: _____

Model & Serial #: _____

Describe the problem with as much detail as possible:

Have you tried restarting your computer? **If not do so.**

What else have you done to try to fix this problem?

Does the computer give you an error code or pop-up box?

Yes

No

If yes, please include the error message here.

PLEASE INCLUDE THIS ATTACHMENT WITH YOUR WORK REQUEST.