

Sunrise Technology Work Order Request

* Required

1. Name * _____

2. Room Number * _____

3. Type of Hardware

Mark only one circle

Teacher Laptop

Student Laptop

Workstation

Projector

Phone

Printer

Smart Board

Other

Website Blocked

4. Type of Problem

Check all that apply

Hardware Problem

Software Problem

Software Update

Log in Errors

Internet Connectivity Issue

Printing Problem

Freezes Up

Wireless Connectivity Issue

System Won't Turn On

System Won't Turn Off

Unblock a Website

Other

5. Blocked Website

If requesting to unblock a website, please provide the address below.

6. Error Message

Please provide the error message seen on the screen, if applicable.

7. Description of Problem

Please be as specific as possible

Principal Signature _____ Date _____

Tech Coordinator _____ Date _____