

Request for Technology Support and Services

Date of Request: __/__/__ Name of Requestee_____

Date of Event Requiring Support: __/__/__

Requesting Campus: _____ Number of Attendees_____

Rooms/Locations being used: _____

Note: if more than 10 rooms, enclose a highlighted map

Start Date/Time_____ End Date/Time _____

Access Required: Wired_____ Public Wireless_____ Private Wireless _____

Note: circle requirement

Maximum number of devices that will be connected per room:

Note: list room number with the number of devices

Are there any iPads or Personal devices such as phones: Yes/No

If so where are these to be used and how many per location:

Software section

Any special software requests other than what is currently on the District

Novell Application Launcher (NAL):

Note: if you require Office2010, you must obtain room information from the
Career and Technology Education Office.

Network Account Section:
Wired Network

If you require a desktop computer with network access, you will need to use a WISD issued account to log in to Novell. If users are not WISD Staff or Student members, you will need to obtain a special one day Temporary Account.

Do you need a Temporary Account: YES/NO

Do you have any Printing Requirements: YES/NO

If so, please explain where and how printing will be needed:

Wireless Network

If you require wireless access, you must be an active WISD Staff or Student member to gain access with your Novell network account on a laptop. If you are on any other portable device or not a WISD stakeholder, your access will be limited to the WISD Public network only. **No Password is required** and district CIPA filtering rules apply. Network is available 24 hours a day, 7 days a week. More than 20 wireless devices per room must be approved by Technology 48 hours in advance, otherwise no warranties are made for performance.

Do you expect to use more than 20 wireless devices per room and if so where?

Website Requests

List only sites that you need opened that are **currently blocked**:

Note – check all sites prior to event, we will not open sites not included on this form. All current CIPA filtering rules apply.

Signature of Requestee_____