



# PICKENS COUNTY SCHOOLS

Aliceville~Carrollton~Gordo~Reform



*INSPIRING ETHICAL LEADERS...ONE CHILD AT A TIME*

*Jamie Chapman, Superintendent*

## TECHNOLOGY WORK ORDER

Name of School: \_\_\_\_\_

Technical       Instructional

Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Routine Work Request:       Yes       No

Emergency (Network Completely Down Only):  Yes       No

Select the type of work requested:

Schoology

Login/Username

Password Reset

Content not available

Grade: \_\_\_\_\_ Subject: \_\_\_\_\_

Name of Folder/Activity: \_\_\_\_\_

Chromebook

Student Login

Schoology App not loaded

Email account

Email not recognized

Incorrect spelling of name

Laptop

Not working

Cannot connect to SMARTboard/Promethean Board, TV, etc.

Camera not working

Other

Any other technology concerns not listed above:

\_\_\_\_\_  
\_\_\_\_\_

Work orders will be processed in the order in which they were received. There will be twenty-four hour response time for software problems. There will be a three day turn around time for hardware problems.

**NO WORK WILL BE DONE WITHOUT A WORK ORDER ON FILE!**