Help Desk

We ask that you please do not send any computer requests via e-mail, by phone or stopping a technology staff in the hallway. Use the Help Desk to submit requests related to any technology concerns.

Help Desk can be found on our main webpage: <u>http://www.kcclc.org/</u>

Reasons for using the Help Desk:

- 1. Requests do not get forgotten or lost.
- 2. Detailed database of current computer issues that all Technology Staff can view.
- 3. Staff can check the "status" of their request.
- 4. Creates a 'work log' for the computer technicians.
- 5. Prompt service of requests due to the job priority feature.
- 6. User friendly web-based technology support.
- 7. Keeps an organized record of current & past computer problems.

Sites/Programs computer Techs service:

Auburn **Blanton Student Education Center** Central / STAR CLC 34th CALM Camp KEEP (Cambria & Morro Bay) **Erwin Owen High Career Plus Center** Jamison Children's Center East Kern (Mojave) North Kern (Delano) West Kern (Taft) Lake Isabella Redwood Ridgecrest Sillect City Centre - 4th Floor



By submitting a technology request other than using Help Desk, in a sense, cuts in front of everyone who has submitted a Help Desk request from all of these sites.