



**University of Houston Clear Lake**  
Distance and Off-Campus Education  
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Please complete this form entirely.  
Print and fax to 281-226-7117 OR Scan and E-mail to  
Lisa Gabriel at [Gabriel@uhcl.edu](mailto:Gabriel@uhcl.edu).



## Technical Services/Needs Work Request Form

The following form should be completed to request technical assistance for computer/ classroom equipment for off-campus locations. Please complete the form to report any technical difficulties with your classroom equipment and or assigned office computer. This form must be completed thoroughly so that UCT can fully understand your technical issues and to expedite your request for service. Every attempt will be made to resolve your problem quickly.

**Reporting Date:**

**Name:**

**Reporting Time:**

**Phone:**

**Campus Location:**

**Email:**

**Building/Room #:**

**Course Information:**

(i.e. PSYC 4730-Behav.  
Stats, 25974, MWF, 5-7pm)

**Equipment Experiencing  
Difficulty (you may manually  
type in more than one piece of  
equipment.)**

**Tag # (if applicable) (you  
may manually type in more  
than one)**

**Describe *Technical Need*  
i.e. need laptop,  
projector, document  
camera, etc.**

**Describe if you are  
having *Technical  
Difficulty*  
(as specific as possible)**

### FOR INTERNAL USE ONLY

Handled by

Date Received

Date Completed

NOTES