

# KENT School of Social Work – IT Service Request

Please complete all sections of the form, once completed it will be sent to the *Kenttech service account*, and routed to either Debra Evans or Ab Khorshidian.

If you have questions regarding the form, email the Kenttech service account at [kenttech@louisville.edu](mailto:kenttech@louisville.edu).

Thank you.

Your information:

First Name:

Last Name:

Email:

Phone (Optional):

Location(only if hardware related):

Report Date:

Is this issue related to:

Hardware - an issue with your physical PC or monitor or other devices

Software - the issue is with the program and not any Physical device

I am not sure

Description of the issue. Please include the location of you machine, if this is hardware related:

Priority:

I can work but the issue  
is annoying

0

1

2

3

4

5

6

7

8

9

10

HELP! I am NOT able to  
do my job due  
to this issue