



Red River Parish Technology Work Order

1922 Alonzo Street • P.O. Box 1369
 Coushatta, LA 71019
 Phone: (318) 932-4081 • FAX: (318) 932-3081

Computer Boot Password:	
Computer Login Username & Password:	

Please print or type:

**** Submit online at <http://help.rrpsb.com>. ** Use your email username and password to login. ****

Date	Teacher's Name	School & Room Number
Computer Brand & Serial Number	Description of Problem	

NOTE:

- No work will be started without a written work order submitted to the Central Office.
- To solve a problem in one location, it may be necessary for technology staff to go to other locations on campus, such as server and wiring closets.
- The district technology department **does not supply consumables**, such as printer paper, ink or toner cartridges, **mice, or keyboards**.
- Due to the limited size of the district technology staff, all requests should be forwarded first to school-level staff (i.e.—computer lab instructors). This is especially true of work order requests for individual classrooms.
- The school needs to issue a Purchase Order Number for any work order that will require parts to fix.
- If applicable, passwords must be given so the technology department can work on computer.

Principal/Supervisor Signature

Date

P.O. Number

Technology Staff Use Only:

Priority Level Assigned

___ 1. District or Network Issues ___ 2. Administrative Issues ___ 3. Computer Lab Issues ___ 4. Individual Classroom Issue

Date	Description of Work Performed