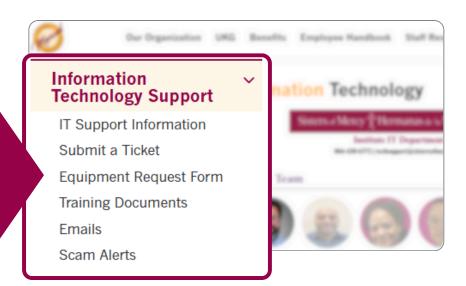


Equipment Request Guide

From the <u>merced.sistersofmercy.org</u> site, navigate to the Information Technology Page or click here: <u>Information Technology</u>

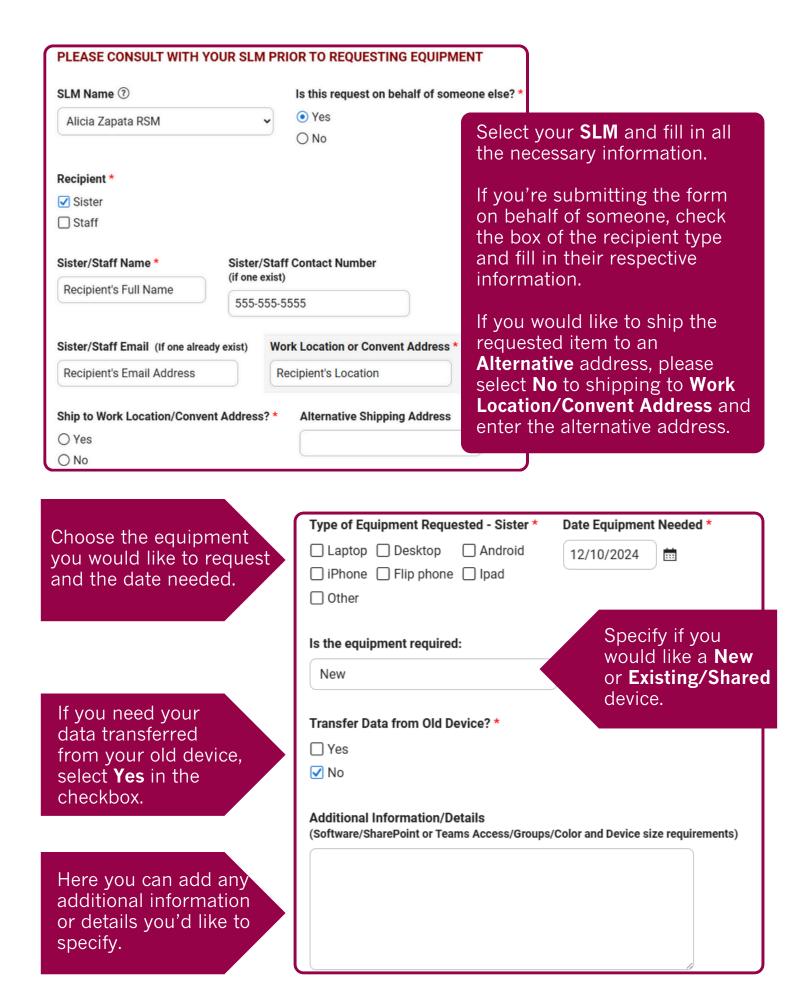
Once you're on the IT page, click on the Equipment Request Form on the left, under Information Technology Support.



A new page will open up with the form.

Fill in all your details below. Please note, questions will vary depending on your title. In this example, we will request as a **Sister**.

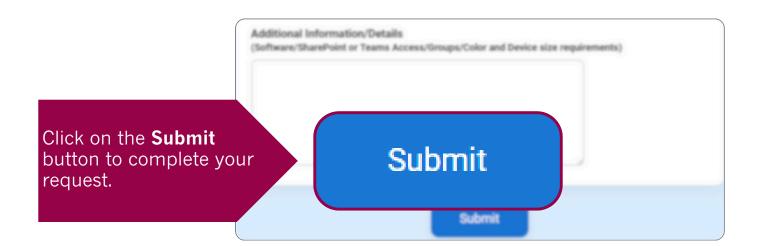
Institute IT Department 866-428-6372 techsupport@sistersofmercy.org		In this example, we will request as a		
	Equipment Req	uest Form		
Equipment Request for Sisters or Staff. All request for approval process. All approved request submitted with the Requester Peter speech call from the IT Helph Temperature. Peter speech call from the IT Helph Temperature.		Requester Name	*	Requester's Email Address *
Requester Name *	Requester's E	Bora Requester		bchey@sistersofmercy.org
Bora Requester	bchey@siste			,@
Requester Contact Number				
(484) 430-9029	O SLM/IM O Departmen	Requester Conta	ct Number *	Requester Title *
	O Manager/S			
	Sister Staff	()		○ SLM/IM
PLEASE CONSULT WITH YOUR SLM PRIO				O Department Director
SLM Name ① Bora Chey, Trainer (TEST ONLY)				0.1000
				○ IC00
Recipient *				 Manager/Supervisor
Staff				O Manager, capervisor
Sister/Staff Name *	Sister/Staff C			Sister
Sister Test				○ Staff
Sietar/Stoff Fmail (if one already exist) Work				O Stall



PLEASE NOTE:

If you are requesting a cell phone, you will be able to enter your preferred color and choose if you want to join the SMA plan.

What is the preferred color (cellphone)? (Based off of availability)
Is this request to join the Sisters of Mercy cellphone plan?
(Please have this information ready for IT HelpDesk: Account Name, Account Number and Transfer Pin Number)
Yes, I want to join the SMA plan
☐ No, I wish to keep my own plan



After you click **Submit**, your request will be sent to the **SLM** or **Manager/Supervisor** for approval before IT can fulfill the request.

You will receive a confirmation email for you to review and details to reach IT help desk, should you need any further assistance.