

# STUDENT DEVICE HELP PROCEDURE

Bring your device to Media Center

Fill out a ticket at the kiosk – No work will be done without a ticket, please be as detailed as possible

Write ticket number on a card and place with your device

Give the device to the Media Assistant

If your device is turned in before 5<sup>th</sup> period check back at the end of the day or the next morning to see if the device is ready

If your device is turned in during or after 5<sup>th</sup> period please check back at the end of the following day

Leave only the device, keep charger and case (unless your charger is not working)

Ticket status can be checked at the kiosk or with a Media Assistant