Indiana University of Pennsylvania
IT SUPPORT CENTER

Computer Check-In Form

Serial Number _____ Make/Model _____

Is your Computer Under Warranty (Y/N)? _____

What is your Operating System (check one)?

____ Windows 7 ____ Windows Vista ____Windows XP ____ Mac OS

If you have a password to log into Windows, it will need to be turned off or removed. If this is not done, the IT Support Center will not be able to service your machine. *Note: this is not your IUP network password, or URSA password.*

Please check the equipment you are leaving with the IT Support Center (ITSC):

_____ Desktop _____ Laptop Case _____ Power Supply/Cable

_____ Laptop _____ Operating System Disks

_____ Other: _____

Is your data backed up? ____ Yes ____ No

If No, What Folders? _____

Is there a password on your PC? ____ Yes ____ No

If Yes, do you wish to provide us with your password? _____
(If No, password must be disabled)

***** Please make sure your data has been backed up prior to leaving your computer at the ITSC.**
The ITSC make no guarantees or estimates as to when the equipment will be ready for pickup. If the ITSC cannot resolve your specific problem, we may refer you to a list of vendors who may be able to assist for a fee. There is no charge for the services provided by the ITSC. This service is provided to assist students with their technology needs and is part of the University's Tech Fee.

Since your equipment is not University owned, all equipment must be picked up by the owner within **7 days** of being notified by phone or email of completion. The IT Support Center will contact the owner of the system with a warning **24 hours** before disposal.

When picking up any equipment the owner must show their valid IUP I-Card. Any equipment not picked up within the 7 day period will be considered abandoned.

I agree to leave my computer with the IT Support Center (ITSC). I have read the Service Request and Release form, as well as the information above and understand all of the content within, including the risk of data loss and the need to provide the software necessary for a rebuild (if applicable).

Signature _____ Date_____

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The IT Support Center (ITSC) thanks you for your business.

Please take a minute to inventory your system, and make sure that all equipment provided has been returned. The ITSC cannot be held responsible for these items if they become lost after we return them to you.

By signing here, I confirm that I have received all hardware and software that I left at the ITSC and that I have verified that my data has been restored (if applicable).

Signature on Receipt: _____ Date: _____