**Work Order**

A **Work Order** is used for scheduling routine service, installation, and relocation of equipment, software, and services. Services that should be requested with a Work Order may include moving computers and telephones, installing software and hardware (scanners, printers, hard drives, etc.), removing old equipment, and altering existing telephone or computer configurations.

Work Orders should be submitted at least *two weeks* in advance. After a Work Order has been reviewed, an ITS representative will be in contact to schedule the work. The web address for submitting a Work Order is:

[http://www.bluegrass.kctcs.edu/its/support/](http://www.bluegrass.kctcs.edu/its/support/)