

# **Resources on Campus**

*A Brief Guide for Graduate Students*

January 28, 2013

# IT Services

- Email: [it-help@mtu.edu](mailto:it-help@mtu.edu)
- Phone: 906-487-1111  
(7-1111 from any campus phone)
- In Person: Library help desk

# When should I contact IT Services?

- Printers are not working properly
  - Printers need new ink, toner, or paper\*
  - Staplers or other office supplies in open access computer labs need additional supplies\*
  - You are having issues with your wireless or network connections
  - Campus computers are slow or outdated
  - To make changes to university computers
  - If the program you need on a campus computer is not installed
- \* Open access & general computer labs only

# Facilities: Maintenance Requests

When would I need a maintenance request?

- Burnt out light bulbs
- Dripping Faucets
- You need more hand towels, soap, or toilet paper
- Door locks are “sticky” and do not open easily
- Doors or other building-related items are not working properly

# Facilities: Maintenance Requests

How do I contact Facilities for a maintenance request?

- Submit a “Building Mechanic Work Request Form” found here: <http://www.mtu.edu/facilities/forms/>
- Or ask your building attendant or janitorial staff for help with these issues

# Public Safety: Building & Room Access Requests

Why contact them?

- You need after-hours access to a building or room
- You get locked out of your office
- A door that should normally be unlocked is locked

You can make continuous or one-time requests for access

- Continuous: A room will be unlocked at certain times every day
- One-time: A room will be unlocked for you once

For a request, please call: 906-487-2216

# Registrar's Office: Building & Room Access Requests

How can the Registrar's Office help me?

- They help you schedule meeting space if you have a specific event that requires a room or building (one-time or multiple-use)

How do I contact them?

- Call 906-487-2319. Please try to call at least one day in advance
- Online scheduling tool: <http://www.mtu.edu/registrar/students/room-schedule/>

Your department secretaries may also be able to help get you room access within the department