Resources on Campus

A Brief Guide for Graduate Students

January 28, 2013
IT Services

• Email: 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- Campus computers are slow or outdated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