IT Quick-Reference Card

I have an issue

- My physical devices are not working
- I cannot log into my systems
- I got an error message
- My devices are broken or damaged

Toll Free:	1-800-555-1212
Local:	303-555-1212
Internal:	x 1212
Hours:	8:00 AM – 7:00 PM ET
Email:	service @company.com
Web:	help.company.com

I can't access something

- I forgot my password
- I need to change my password
- I am locked out of my account
- I need to change my verification methods

Microsoft Office Portal:
https://portal.office.com

I need something

- I need access to an application
- I need security permissions

Application access & security permissions:
request.company.com

I have an idea for something new

- I have an idea that could improve a tool
- I need a process improvement

Work with a business portfolio SME:
sme.company.com

I have a question about IT

- What are the password rules?
- What are the remote access rules?
- How many tries before I am locked out?

Questions about policies:
policies.company.com

04/01/2019

Contacts

Name	Information	Department

Notes