



## Information Technology Services

### *Computer/Telephone Move Request*

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**Purpose:** Office and lab computers must occasionally be moved to support college needs. To request a computer move you should submit a ticket through the self-service ticket system at least one week prior to the move date.

**NOTE:** Work Orders must be submitted to Network Services five (5) business days prior to date needed to allow time to ensure a technician is available to accomplish the request.

1. Gather all information necessary to create the ticket. Include room numbers, tag numbers of computers, other equipment to be moved, and any special instructions along with locations.
2. Log in to the FreshService ticketing system through myGCSC login in page, <https://mygcsc.gulfcoast.edu>.
3. Select "Submit Request" and locate the [Move Request – Information Technology Services](#).
4. Make sure to fill out all of the blocks in full detail and Place Request.
5. Provide more details in the provided location and determine if maintenance is required to move furniture.
6. You will receive email updates as your request is processed.
7. Please submit a separate ticket for each person to be moved.

