

## General Computer Questions

I am having computer problems on my school computer. What do I do?

1. About 80-85% of computer problems can be fixed by doing one thing. Turn your computer completely off and back on again.
2. If this does not fix your problem, then contact Marcia Brake. Ms. Brake will be in the F-Hall office if you would like to come by. Her phone number is 817-473-5673 or email is [brakma@mansfieldisd.org](mailto:brakma@mansfieldisd.org). Mr. Cannon will be on a work order system this year and Ms. Brake will be turning in all the orders. **All computer issues must go through the work order system.**
3. When you contact Ms. Brake, be prepared to know what type of computer you have, the model number, the location of the computer, and very specific information about what is wrong.
4. Please use the work order system to have software/hardware installed as well.