



# TOGETHER AGAIN

## CHECKLIST FOR FACULTY & STAFF

IPF and MSU IT have worked diligently to prepare campus workspaces and buildings as more faculty, staff and students return to campus. There are a few ways you can help ensure we're ready. **By submitting a service request**, you can help us return stronger, faster.

### COMMON WORKPLACE FACILITY ISSUES



#### LIGHTING, LIGHT FIXTURES NOT WORKING

Lights out? Dormant bulbs and switches may need to be serviced or replaced in office spaces.



#### PEST, NUISANCE PRESENCE IN OFFICE SPACES

Due to decreased occupancy, pests or nuisances like insects may have gone unnoticed.



#### HEATING, COOLING AND OTHER HVAC CONCERNS

Hissing or other noises? While buildings have been properly maintained, some adjustments may be needed.



#### CLEAN DEPARTMENTAL COFFEE MAKERS, APPLIANCES

Run appliances for a few minutes before use. Drinking fountains have been flushed and are safe.



#### MISSING, MISPLACED TRASH OR RECYCLING RECEPTACLES

Common receptacles may have been unintentionally misplaced or may need to be replaced.



#### SUBMIT MAINTENANCE-RELATED AND CUSTODIAL ISSUES TO IPF

Scan the QR code with your mobile device's camera or go to [ipf.msu.edu](http://ipf.msu.edu)

### COMMON TECHNOLOGY AND NETWORK ISSUES



#### PHONE AND COMMUNICATION DEVICE ISSUES

No dial tone? We can get you connected. For assistance, visit [go.msu.edu/telecom21](http://go.msu.edu/telecom21)



#### WORKSTATION DEVICES AND PRINTER ISSUES

Having a tough time with your hardware or printer? For assistance, visit [go.msu.edu/catalog21](http://go.msu.edu/catalog21)



#### CONNECTING COMPUTERS AND DEVICES TO WI-FI

Register your devices to access campus Wi-Fi. For assistance, visit [go.msu.edu/gettingonline](http://go.msu.edu/gettingonline)



#### CONNECTING TO CLASSROOM AND CONFERENCE ROOM TECH

Oftentimes updates can put devices out of sync. For assistance, visit [go.msu.edu/teaching21](http://go.msu.edu/teaching21)



#### LOGIN ISSUES OR ACCOUNT ACCESS PROBLEMS

Unable to access your MSU account? For assistance, visit [go.msu.edu/login21](http://go.msu.edu/login21)



#### SUBMIT INFORMATION TECHNOLOGY ISSUES TO MSU IT

Scan the QR code with your mobile device's camera or go to [tech.msu.edu/support/help](http://tech.msu.edu/support/help)

For more information on MSU's return to campus go to [msu.edu/together-we-will](http://msu.edu/together-we-will)