



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

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



WORKSTATION DEVICES AND PRINTER ISSUES

Having a tough time with your hardware or printer? For assistance, visit 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



CONNECTING TO CLASSROOM AND CONFERENCE ROOM TECH

Oftentimes updates can put devices out of sync. For assistance, visit go.msu.edu/teaching21



LOGIN ISSUES OR ACCOUNT ACCESS PROBLEMS

Unable to access your MSU account? For assistance, visit 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

For more information on MSU's return to campus go to msu.edu/together-we-will