

https://merit.education.wisc.edu/get-help/contact-help-desk/

## CONTACT THE HELP DESK

### CALL

[\(608\) 265-4773](tel:(608)265-4773)

### VISIT

3rd Floor, [Teacher Education Building](#)  
225 N. Mills St  
Madison, WI 53706

### EMAIL

CONTACT THE HELP DESK

Name: \*

Email \*

SoE Department or Unit \*

Phone

In case your email address fails, please provide your phone number

Subject \*

Message \*

**Name:** name of requestor

**Email:** email of requestor

**SoE Department or Unit:** Kinesiology

**Phone:** Phone number of requestor

**Subject:** Brief description of issue

**Message:**

**Room number/Location of issue:**

**Full description of Issue:** (Equipment affected,  
model number, what's happening, etc.?)

# Example of a filled out form:

Ensure department is Kinesiology, this will ensure that the ticket routes correctly

More details = more better

Also: Sending me an email always works:  
ktschopik@wisc.edu

**Name: \***

Bucky Badger

**Email \***

bucky.badger@wisc.com

**SoE Department or Unit \***

Kinesiology

**Phone**

In case your email address fails, please provide your phone number

(608) 668-8949

**Subject \***

Desktop won't turn on

**Message \***

Nat room 2001  
Dell OptiPlex 5060  
I came into my office this morning and my computer is not powering on. I checked the power strip and it looks like the monitor plugged into it is still turning on.