

Please provide extensive details of the encountered issue in TEAMS application so we can resolve it in a timely manner.

- College ID:
- Student ID: *(when working with a student)*
- Personnel ID: *(when possible)*
- Module: *(e.g. Alerts)*
- Sub-module: *(e.g. Alert Details)*
- Error Message: *(if one came up)*
- What were you trying to do? *(If the application is not working like you think it should)*
- What were you expecting to happen? *(If the application is not working like you think it should)*
- What actually happened? *(If the application is not working like you think it should)*
- Screen shot: *(when possible)*
- Best way to contact you with respect to this issue: *(Email, phone number, best time to contact etc.)*