

One-on-One Technology Training Appointment

Please print clearly.

Today's Date _____

Name: _____

Phone Number: _____

Computer (select one): Windows 7 Windows 8 Windows 10 MacOS

Mobile Device (be specific): _____

Library Branch: _____

Preferred Day(s) for Your Appointment (Select all that apply):

Monday Tuesday Wednesday Thursday Friday Saturday

Preferred Time(s) for Your Appointment: 10:00am 12:00pm 2:00pm

Please provide detailed information on your technology question(s) or topic(s):

Instructors cannot provide assistance with:

- Secretarial work (i.e. typing, proofreading, etc.).
- Any transactions involving credit cards or personal financial information.
- Online tax assistance. (Contact AARP Tax-Aide)
- Searching for a job or creating a resume. (Contact Ohio Means Job.)
- Filling out a job application. (Contact Ohio Means Job.)
- Installing software unrelated to library services.
- Password recovery unrelated to library services.
- Advanced computer topics. (Visit Gale Courses and/or LearningExpress Library databases)
- Troubleshooting problems on patron's personal equipment, i.e. computers, smartphones, TVs, printers, wireless routers, etc.

