

# Placing an AV Request

## BEFORE PLACING YOUR REQUEST:

**An account with this system is required to place a request.** If you do not have an account, you may request one by placing a request in the eHelpdesk (<http://helpdesk.cambridgecollege.edu>) or by calling the Support Center (617.873.0159) to request that a ticket be entered on your behalf.

Customized desktop and laptop requests for individual Staff and Faculty Members can be made through the [eHelpdesk](#). Generic laptops for classes and meetings can be made by following the instructions below.

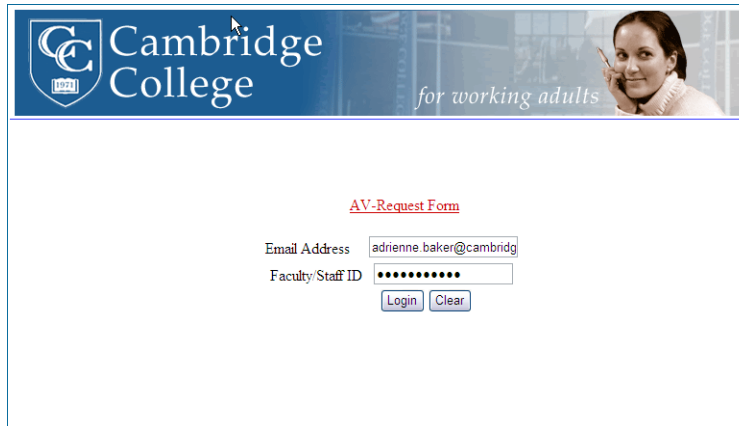
1. Navigate to <http://www.cambridgecollege.edu/Avrequest/login.php> by going to the Cambridge College Homepage and finding "AV Request" under the "Student Services" tab.

The screenshot shows the Cambridge College homepage. At the top, there are navigation links for Prospective Students, Regional Centers, For Alumni, and For Current Students. The main header features the Cambridge College logo and a navigation bar with tabs: Admissions, Academics, Student Services, About Us, Giving, My CC, and Contact. The Student Services dropdown menu is open, listing various services such as Financial Aid, Commencement 2012, Bursar's Office, Registrar's Office, Library Services, My CC Web Portal, Course Schedule & Cancellation, Student Forms, Employee Email, Student & Faculty Email, Information Technology Dept, **AV Request** (highlighted with a green circle), and E-helpdesk Tech Support. Other sections on the page include 'New for Fall 2012', 'Geriatric Mental Health M.Ed. & CAGS Con...', 'NEWS & EVENTS' with three sessions (Springfield Info Session, Grad Program Info Session, Merrimack Valley Info Session, and Augusta Info Session), 'Find a Cambridge College Campus', 'Our Academic Programs', and an 'APPLY NOW!' banner.

2. Enter your username and password. If you receive an error message, please contact the IT HelpDesk by calling 617-873-0159 or 800.877.4723 X1159.

Username: **whole e-mail (example – john.doe@cambridgecollege.edu)**

Password: **Faculty/Staff ID**



3. The AV Request Form will load. Please enter your **Campus Location, Room Number, and Event Type**.

**AV-Request Form**

Please fill the fields marked with '\*'  
Please call 🇺🇸 1-617-873-0159 📞 if you don't receive a confirmation email. Thank you.

Campus Location *	1000 Mass (Cambridge) - MA
Room Number *	251
Event Type *	Class

Events that occur weekly and on multiple days (i.e. every week, Monday and Thursday) require separate AV Requests for each day. **Do not** place these details in the notes section.

4. Select “yes” or “no” to indicate if your event is recurring. **Skip to step 7 if the answer is “no”**

Will this request occur more than once? Please select "yes" or "no." Please completely fill in the information below. *	<input type="radio"/> Yes <input type="radio"/> No
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5. Select the Frequency of the Event.

Will this request occur more than once? Please select "yes" or "no." Please completely fill in the information below. *	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Classes Take Place *</b>	Select Frequency <input type="button" value="v"/> Select Day <input type="button" value="v"/>
Date of Event *	Select Frequency <input type="button" value="v"/> <input type="button" value="x"/> End: Select a date <input type="button" value="x"/>
Time of Event *	Alternate <input type="button" value="v"/> To <input type="button" value="v"/> Select Time <input type="button" value="v"/>

6. Choose the Date and Time.

Classes Take Place \* Every Monday

Date of Event \* Start: 09/03/2012 End: Select a date

Time of Event: \* From: http://www.cambridge...

September 2012

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	2	3	4	5	6	

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7. Choose the equipment needed. Please make sure to include the quantity needed. (If equipment is not available in the quantity requested, you will be contacted by a staff member to explore alternative solutions)

Television  
Quantity:

LCD (Data Projector for PC or Laptop)  
Quantity:

Camcorder(VHS) \*Limited to quantity at hand.  
Quantity:

Laptop  
Quantity:

Head Phones  
Quantity:

Conference Phone  
Quantity:

8. Submit your request at the bottom of the page.

Submit Request Clear

9. You will receive a confirmation e-mail. Please keep this for your records and bring it with you to your event.

*If you have any needs that cannot be addressed by this form, or you do not receive a confirmation email, you may place an eHelpdesk request by going to <http://helpdesk.cambridgecollege.edu> or by calling our Support Center at 617.873.0159 or 800.877.4723 X1159 to ask that a request be placed for you.*