

## How to contact COMPUTER SERVICES

**PLEASE SEE YOUR TECH COORDINATOR FIRST!!!**

Your Tech Coordinator is the "first line" of support for computer-related issues in your building. In general, **ONLY** the Tech Coordinator should phone in support requests to Computer Services! See your principal if you don't know the Tech Coordinator at your building!

School	First	Last	Email	School	First	Last	Email
Edison	Kim	Rowan	kim.rowan@weschools.org	Eastlake	Janine	Zampini	janine.zampini@weschools.org
Edison	Sandy	Cardile	sandra.cardile@weschools.org	Willoughby	Sally	Stafford	sally.stafford@weschools.org
Grant	Gail	Myers	gail.myers@weschools.org	Willowick	Meg	Skinner	meg.skinner@weschools.org
Jefferson	Jeanna	Clark	jeanna.clark@weschools.org	North High	Matt	Fundak	matthew.fundak@weschools.org
Longfellow	Connie	Dorsey	connie.dorsey@weschools.org	North High	Sue	Bouplon	sue.bouplon@weschools.org
McKinley	Julie	Oostdyk	julie.oostdyk@weschools.org	South High	Carisa	Lindsay	carisa.lindsay@weschools.org
Royalview	Megan	Kothera	megan.donahue@weschools.org	South High	Bill	Behrend	bill.behrend@weschools.org
Royalview	Sabrina	McKito	sabrina.mckito@weschools.org	Tech	Sandy	Koenig	sandra.koenig@weschools.org
Washington	Trish	Halerz	patricia.halerz@weschools.org				
Washington	Tom	Contenza	Thomas.contenza@weschools.org				

### To report **HARDWARE** and **SOFTWARE** problems.

You **MUST** report all requests for technology repairs, website blocks/unblocks, new installations, etc. through your building **TECH COORDINATOR**.

Your Tech Coordinator is able to directly enter service requests into a Tech Support system used by Computer Services to schedule support work.

**Since Computer Services now uses the online Tech Support to schedule work, failure to go through your Tech Coordinator may result in S-L-O-W or NO SERVICE!**

**975-3791**

#### To report a critical problem:

A problem affecting multiple users.

A problem preventing major academic or administrative deadlines from being met.

Choose Option 1

**975-3788**

To request routine reports (class lists, labels, envelopes, etc.) send an email to Gail Smithisler: [gail.smithisler@weschools.org](mailto:gail.smithisler@weschools.org)

**975-3787 (HELP DESK)**

To ask a question related to using the Administrative System, Microsoft Office products, the Internet, district e-mail, etc.

### E-MAIL

Please use the telephone numbers / email addresses noted above. If you need to follow-up with a staff member regarding an open problem, you may wish to contact us directly via email:

Larry Tarka [larry.tarka@weschools.org](mailto:larry.tarka@weschools.org)

Robin Lewis [robin.lewis@weschools.org](mailto:robin.lewis@weschools.org)

Greg Schnell [greg.schnell@weschools.org](mailto:greg.schnell@weschools.org)

Gail Smithisler [gail.smithisler@weschools.org](mailto:gail.smithisler@weschools.org)

Dave Hiner [dave.hiner@weschools.org](mailto:dave.hiner@weschools.org)

Sue Costello [sue.costello@weschools.org](mailto:sue.costello@weschools.org)

John Molnar [john.molnar@weschools.org](mailto:john.molnar@weschools.org)