



# Set Up a Campus Tech Appointment

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MOVING TO:

2A - SUSTAINABILITY RESEARCH & ENGINEERING

2B – ARTS & COMPUTATIONAL SCIENCES

1. Open a web browser, such as Google Chrome, Mozilla Firefox, or Safari.
2. Click or copy the link:  
<https://itsupport.as.me/campusdeskside>
3. Click **MORE Times** until you get to August
  - a. If you are moving to 2A - Sustainability Research & Engineering building, you may select one of the appointments between August 15th-22nd, 2019
  - b. If you are moving to 2B - Arts & Computational Sciences building, you may select one of the appointments on August 16th- 19th, 2019
4. Once you decided on an appointment, click on the **appointment time**, then click **Continue**



The screenshot shows the UC Merced Office of Information Technology appointment scheduling page. At the top, there is a header with the logo and the text "UC MERCED OFFICE OF INFORMATION TECHNOLOGY". Below the header, there is a "Returning? Log in" link. The main content area contains instructions for scheduling appointments, including a section for "Students" and a section for "Staff and Faculty". Below the instructions, there are three numbered steps: 1. Choose an appointment type, 2. Select a time to meet with a technician, and 3. Fill out your information and press Complete Appointment. The interface shows a selection of appointment types, with "Campus Travel - Campus Deskside Appointment (1 hour)" selected. A "PREVIOUS" button is visible on the left, and a "MORE TIMES &gt;" button is circled in red on the right. Below the appointment type selection, there are two columns of dates: "IN 13 WEEKS Thursday August 15" and "IN 13 WEEKS Friday August 16". A time slot of "9:00am" is highlighted with a blue box and a "Continue &gt;" button, which is circled in blue with the number 4. A yellow circle with the number 3 is placed over the "MORE TIMES &gt;" button. A yellow circle with the number 1 is placed over the "1 Choose Appointment" step header.

5. Please fill out the form.
  - a. Name, Phone and Email are required
  - b. Building, please use the following:
    - i. Please select **SRE** for 2A - Sustainability Research & Engineering
    - ii. Please select **ACS** for 2B – Arts & Computational Sciences
  - c. Enter room number
  - d. Work order number, Please leave it blank
6. Click **Complete Appointment**

**2** Your Information

Name \*

First Name Last Name

Phone \*

Email \*

On Campus Location

Building

Room Number

Work Order Number

Enter Work Order Number (RITM or INC)

RITM or INC

Complete Appointment »

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7. You will see a confirmation and receive an email at the address you entered
8. Close the web browser

**3** Confirmation

Campus Travel - Campus Deskside Appointment with .

**🕒 Friday, August 16, 2019**

9:00am [Cancel](#) [Reschedule](#) [Edit Forms](#)

[Add to iCal/Outlook](#) [Add to Google](#)

[Register for an Account](#)

Save your information

