ACQUIRING COMPUTER INFORMATION

To acquire computer information complete the following:

1. Open Internet Explorer.

2. Enter http://compinfo/ into the address bar. The following screen will appear:

3. Select the person or group from the WHO REQUESTED YOUR INFORMATION dropdown field.
4. Enter any necessary information about the job being requested into the **NOTES FOR THE REQUESTER** field. Additionally, enter the time of day that works well for the job to be complete.

5. Select **Send Information**.