***Please provide extensive details of the encountered issue in TEAMS application so we can resolve it in a timely manner.***

* College ID:
* Student ID: (*when working with a student*)
* Personnel ID: (*when possible*)
* Module: (*e.g. Alerts*)
* Sub-module: (*e.g. Alert Details*)
* Error Message: (*if one came up*)
* What were you trying to do? (*If the application is not working like you think it should*)
* What were you expecting to happen? (*If the application is not working like you think it should*)
* What actually happened? (*If the application is not working like you think it should*)
* Screen shot: (*when possible*)
* Best way to contact you with respect to this issue: (*Email, phone number, best time to contact etc.*)