

How do I reserve the training space?

- 1) Complete the Dept of Admin Training Room Reservation Form.
- 2) Scan and e-mail the completed form to the Dept of Admin Training Office at: DOATraining@admin.nv.gov
- 3) The training office will then review the schedule. If your date and times are available, the Dept of Admin Training Office will schedule you on the DOA Training Room Calendar.
- 4) The Dept of Admin Training Office will then submit a confirmation e-mail directly to the requestor that will confirm the requested dates and time periods. Users should only be in the room during their scheduled time period.
- 5) If the user needs to have programs installed in the training room that are not web-based, it will be a special request to EITS, so you must plan for any needed installation time. We recommend that once your request to use the training room is approved you submit a help desk ticket to EITS to obtain an estimated date of installation for your software in the training room. The Dept of Admin Training Office does not coordinate this process.
- 6) The user will also need to allow for time to “test” their program and/or the connectivity to their web site. Should any further follow-up be required, the user will need to contact EITS directly.

How do I contact the help desk at EITS?

Phone: (775) 684-4333

E-Mail: EITSHelp@admin.nv.gov

Help Desk Request Portal: <http://it.nv.gov/Sections/ClientSvcs/Helpdesk/>