

## How do I reserve the training space?

- 1) Complete the DOA Training Room Reservation Form.
- 2) Scan and e-mail the completed form to the DOA training office at:  
[DOATraining@admin.nv.gov](mailto:DOATraining@admin.nv.gov)
- 3) The training office will then review the schedule. If your date and times are available, the DOA training office will schedule you on the DOA Training Room Calendar.
- 4) The DOA training office will then submit a confirmation e-mail to the requestor directly that will display the requested dates and times.
- 5) If the user needs to have programs installed that are not web-based it will need to be treated as a special request to EITS, so you must plan for installation time. We recommend that once your request to use the training room is approved you submit a help desk ticket to obtain an estimated date of installation for your software in the training room. The DOA 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 further follow-up be required, they 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](mailto:EITSHelp@admin.nv.gov)

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