

SST Requests

SST Requests is a service made available to faculty and staff to assist with small projects. Kathy Given oversees the system and student workers complete the tasks while working at the front desk at SST administration. All requests are subject to approval and must qualify as a work-based request. Please allow as much time as possible to complete the request.

How to:

1. Send your request to SSTRequests@asu.edu. Be sure to include the following information:
 - a. Project description
 - b. Where any materials needed can be found, if applicable
 - c. Preferred deadline
2. You will be notified when a student worker begins working on your request, via email.
3. For a routine request, please allow a 48-hour turnaround.
4. Once the SST request is complete, a student worker will send you an email notifying you of the completion of the task.

Notes:

- Generally, SST requests consist of copying, scanning, printing, testing and supply orders. Also, Canon printer issues, facility issues, computer problems, heating and lighting problems also can be placed through SST requests.
- When scanning books, only 30 percent of the book is allowed to be scanned and printed, due to copyright laws.
- In respect to the student workers, please do not submit personal requests.