

## SST Staff Support

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### **Computer Assistance / Deskside Support / Software**

- 1) Click **Service** tab on My ASU
- 2) Click **Submit a Request**
- 3) Under **Deskside Support** click service needed.

### **Conference Room Reservations**

Nicole Plachecki, [SSTRequests@asu.edu](mailto:SSTRequests@asu.edu), Wilson 125, 965-7682

### **Enrollment Management / Classroom Scheduling**

Frank Piña, [Frank.Pina@asu.edu](mailto:Frank.Pina@asu.edu), Wilson 130B, 965-9800

Elizabeth Pepper, [Elizabeth.Pepper@asu.edu](mailto:Elizabeth.Pepper@asu.edu), Wilson 119, 965-7682

### **Event Scheduling**

Mia McNulty, [Mia.Mcnulty@asu.edu](mailto:Mia.Mcnulty@asu.edu), Wilson 118, 965-9700.

*Complete an Event Request form and return to Mia*

### **Facilities Requests**

Mia McNulty, [Mia.Mcnulty@asu.edu](mailto:Mia.Mcnulty@asu.edu), Wilson 118, 965-9700

### **Financial-Reimbursements**

Tami McKenzie, [Tami.McKenzie@asu.edu](mailto:Tami.McKenzie@asu.edu), Wilson 130C, 965-9389

### **Graduate Student Support**

Brianna Casillas, [Brianna.Casillas@asu.edu](mailto:Brianna.Casillas@asu.edu), Wilson 125, 965-7682

### **Grant Monies**

Pre-award, RAS team, [RAS@asu.edu](mailto:RAS@asu.edu)

Post award, Felicity Snyder, [socialscienceresearch@asu.edu](mailto:socialscienceresearch@asu.edu)

### **Human Resources / Payroll**

Tanya Williams, [Tanya.Williams2@asu.edu](mailto:Tanya.Williams2@asu.edu), Wilson 130D, 965-6428

### **Instructional Design**

Rebecca Newton, [Rebecca.Newton@asu.edu](mailto:Rebecca.Newton@asu.edu), Wilson 156 965-6432

### **Internships / Research / Career Development**

Erika Martinez, [Erika.Martinez.3@asu.edu](mailto:Erika.Martinez.3@asu.edu). Wilson 125, 965-7682

**Key Requests (building/office)**

Mia McNulty, [Mia.Mcnulty@asu.edu](mailto:Mia.Mcnulty@asu.edu), Wilson 118, 965-9700

**Property Inventory**

Mia McNulty, [Mia.Mcnulty@asu.edu](mailto:Mia.Mcnulty@asu.edu), Wilson 118, 965-9700

**Purchasing/Supplies**

Tami Kane-McKenzie, [Tami.McKenzie@asu.edu](mailto:Tami.McKenzie@asu.edu), Wilson 130C, 965-9389

**Student Employee Assistance**

Nicole Plachecki, [Nicole.Plachecki@asu.edu](mailto:Nicole.Plachecki@asu.edu), Wilson 125, 965-7682 or [SSTrequests@asu.edu](mailto:SSTrequests@asu.edu),

**Textbooks/Desk Copies**

MyASU, Blackboard, Follett Discover

Desk copies Faculty/instructors must contact publisher directly

**Travel Requests/Claims**

Tanya Williams, [Tanya.Williams2@asu.edu](mailto:Tanya.Williams2@asu.edu), Wilson 123, 965-8481(Mgr-tfwilli)

**Time Reporting**

Tanya Williams [Tanya.Williams2@asu.edu](mailto:Tanya.Williams2@asu.edu), Wilson 123, 965-8481

**Undergraduate Academic Success Services**

Frank Pina, [Frank.Pina@asu.edu](mailto:Frank.Pina@asu.edu), Wilson 130B, 965-9800

Tanya Marun, [Tanya.Marun@asu.edu](mailto:Tanya.Marun@asu.edu), Wilson 125, 965-7682

Natalie DiCato, [Natalie.Dicato@asu.edu](mailto:Natalie.Dicato@asu.edu), Wilson 125, 965-7682

Elizabeth Pepper, [Elizabeth.Pepper@asu.edu](mailto:Elizabeth.Pepper@asu.edu), Wilson 119, 965-7682

**Web/Marketing/Communications**

Stephanie Romero, [Stephanie.M.Romero@asu.edu](mailto:Stephanie.M.Romero@asu.edu), Wilson 130A, 965-7683