

# How to contact IT



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### Telephone:

(903)-233-3500

(866)-TEC-LETU / (866)-832-5388

### Email:

[support@letu.edu](mailto:support@letu.edu)

### Walk-in Service:

Longview Hall Lab  
Information Technology building

### Hours of Operation

	Regular Hours	Thanksgiving (Nov. 21st - 25th)	Winter Break
Phone & Email Support	<ul style="list-style-type: none"><li>• <b>M-Sa:</b> 8:00 AM to Midnight</li><li>• <b>Su:</b> 2:00 PM to Midnight</li></ul>	<ul style="list-style-type: none"><li>• <b>W:</b> 8:00 AM to 10:00 PM</li><li>• <b>Th-F: Closed</b></li><li>• <b>Sa:</b> 8:00 AM to Midnight</li><li>• <b>Su:</b> 2:00 PM to Midnight</li></ul>	<ul style="list-style-type: none"><li>• <b>M-F:</b> TBD</li><li>• <b>Sa:</b> TBD</li><li>• <b>Su:</b> TBD</li></ul>
Walk-in Service* **	<ul style="list-style-type: none"><li>• <b>(IT) M-F:</b> 8:00 AM to 5:00 PM</li><li>• <b>(IT) Sa-Su: Closed</b></li><li>• <b>(LH) M-Sa:</b> 8:00 AM to Midnight</li><li>• <b>(LH) Su:</b> 2:00 PM to Midnight</li></ul>	<ul style="list-style-type: none"><li>• <b>(IT) W:</b> 8:00 AM to 5:00 PM</li><li>• <b>(IT) Th-Su: Closed</b></li><li>• <b>(LH) W:</b> 10:00 AM to 10:00 PM</li><li>• <b>(LH) Th-F: Closed</b></li><li>• <b>(LH) Sa:</b> 8:00 AM to Midnight</li><li>• <b>(LH) Su:</b> 2:00 PM to Midnight</li></ul>	<ul style="list-style-type: none"><li>• <b>(IT) M-F:</b> TBD</li><li>• <b>(IT) Sa-Su: Closed</b></li><li>• <b>(LH) M-F:</b> TBD</li><li>• <b>(LH) Sa:</b> TBD</li><li>• <b>(LH) Su:</b> TBD</li></ul>

\* (LH) = Longview Hall lab location; (IT) = IT building location

\*\* **For Spring break only** - (LH) Hours listed for walk-in service are when the labs are open. A technician may or may not be on duty. If you have an immediate technical need, please call the help desk or visit the IT building during listed business hours.



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it purchase charges

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