

# Digital services for schools

## How to contact Digital Services User Support

### If something goes wrong

**t. 024 7678 6620**

**e. [schoolsict@coventry.gov.uk](mailto:schoolsict@coventry.gov.uk)**

### If you want something new

**e. [schoolsict@coventry.gov.uk](mailto:schoolsict@coventry.gov.uk)**

### Help us to help you

**When you contact us make sure you give us these pieces of information**

- ✓ Your name and contact number .....
- ✓ When you will be available .....
- ✓ What you were doing when the issue happened? What you are trying to achieve? If software is involved please give details. ....
- ✓ Full details of any error messages and screenprint .....
- ✓ How urgent your problem or request is .....
- ✓ If it's a request please tell us what you need .....



**Digital Services for Schools**  
One Friargate, Coventry, CV1 2GN