

1. Plan

- Check online calendar
- Complete TEC Request form
- Email form to tec@calstate.edu
- Receive confirmation
- Refer to TEC User Manual as needed



2. Conduct

- Conduct remote preliminary testing
- Conduct testing on-site or by Remote Lab Access
- Refer to TEC User Manual as needed



CONTACT INFORMATION:

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3. Evaluate

- Complete Testing Documentation form
- Complete Customer Satisfaction Survey
- Submit forms to tec@calstate.edu
- Communicate results!