Audio/Visual Requests
Student organizations may use the computer equipment in the classroom and Terrace Room, but a designated student from that organization must receive training from Law ITS prior to the event. Only students who receive the training can check out an AV key and use the classroom technology.

This training should take approximately 15 minutes. If you cannot attend one of the scheduled times, you must contact Law ITS at least 48 hours before your event to arrange a time for one on one training. Please contact the Law ITS Help Desk at lawhelp@usfca.edu or 415.422.2220 with requests.

Once a student has received training from ITS and the Deans’ Office receives verification that the student has received the training, that student will be able to check out an AV key from the Deans’ Office.