Find Your PC Name

What is a PC Name?
Each desktop computer and laptop has a unique service tag number that is used to identify the computer.

The computer’s PC name uses its service tag number, and adds the campus code along with the room number where the computer is listed as being located within the district’s computer inventory.

Sample PC Name:

<table>
<thead>
<tr>
<th>Campus Code</th>
<th>Room No.</th>
<th>Service Tag Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>79</td>
<td>A2</td>
<td>B62Y985</td>
</tr>
</tbody>
</table>

PC Name on Desktop
You should see your PC Name listed in the bottom, right hand corner of your desktop wallpaper.

Find Your PC Name
If you don’t see your PC Name on your desktop, you can quickly find your PC Name by clicking:

1. Click the Search icon in your task bar
2. Enter the text “PC Name” as your search term
3. Select View your PC name from the list of search results

Your PC Name will be listed under the Windows icon.

Find My PC’s Service Tag Number
Providing either the PC Name or Service Tag Number of your computer/laptop helps our Technical Services team to complete your work order more quickly.

You do not need to provide both numbers.

Your computer’s Service Tag number is listed on a sticker that can typically be found on the side or back of your machine (desktop computer) or on the bottom of your laptop.