

# Templates

Templates for Bookstack pages

- [Tech coordinator templates](#)
  - [template for KB article](#)

# Tech coordinator templates

Templates for the Technology Coordinator books

# template for KB article

☐☐ {{ Article Title }}

## ☐☐ Summary

A quick explanation of what this article covers.

**Example:** “How to set up the company VPN on Windows 11.”

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## ☐ Prerequisites


Before you begin, make sure you have:

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## ☐☐ Step-by-Step Instructions

### ☐☐ Step 1: {{ Step Title }}

Describe the task in clear, numbered steps.

1. Click Start.
  2. Search for “Command Prompt.”
  3. Right-click and choose “Run as administrator.”
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*Tip: Include screenshots using the “Insert Image” feature above if needed.*

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## ☐☐ Step 2: {{ Step Title }}

More details, technical commands, or special configurations.

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Example command:  
ping kitsune.um.maine.edu
```

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## ☐☐ How to Verify It Worked

- Ensure the {{ system/service }} is accessible.
- Look for confirmation message: “Connected successfully.”
- Run diagnostic tools if necessary.

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## ☐☐ Troubleshooting

Issue	Solution
Login failed	Reset your password using the Self-Service Portal
Access denied	Confirm you're in the correct AD group
Page won't load	Clear browser cache or try another browser

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## ☐☐ Related Resources

- [Company VPN Setup for Mac](#)
- [IT Support Request Form](#)
- [Printer Troubleshooting Guide](#)

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## ☐ Audience

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## ☐ Contact

For help, contact **IT Support** at [help@maine.edu](mailto:help@maine.edu) or submit a ticket.