

Guide to: Requesting a quote

Step 1: Click here to navigate to the COA IT site

<https://alameda.edu/information-technology>

Click on **Computer Standard & Policy**







The screenshot shows the website of the College of Alameda Information Technology Department. At the top is a blue navigation bar with links: Home, About, Students, Campus Life, Instruction, and Library. Below this is the header "College of Alameda" and "INFORMATION TECHNOLOGY DEPARTMENT". A small paragraph states: "College of Alameda Information Technology Department strives to provide and protect a technology infrastructure, services, and solutions that are reliable, integrated, and innovative to deliver exceptional support to students, faculty, and staff and to meet the mission, goals, and objectives of the College of Alameda." Below this is a grid of six service tiles, each with an icon, a title, and a "Click here" button. A red arrow points to the "Computer Standard & Policy" tile. The tiles are: FAQs (question mark icon), COA I.T. Articles (document icon), Training (two people icon), COA Support Request (headset icon), Computer Standard & Policy (laptop icon), and Contact (speech bubble icon). At the bottom is a green footer bar with the text: "Please reach out to IT at coahelpdesk@peralta.edu for support request, general inquiries, and any other IT related request." On the right side of the page, there is a Windows watermark and a small blue circular button with an upward arrow.

Home About Students Campus Life Instruction Library

College of Alameda

INFORMATION TECHNOLOGY DEPARTMENT

College of Alameda Information Technology Department strives to provide and protect a technology infrastructure, services, and solutions that are reliable, integrated, and innovative to deliver exceptional support to students, faculty, and staff and to meet the mission, goals, and objectives of the College of Alameda.

 FAQs Click here	 COA I.T. Articles Click here	 Training Click here
 COA Support Request Click here	 Computer Standard & Policy Click here	 Contact Click here

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Activate Windows
Go to Settings to activate Windows.

Step 2: Look for the device needed then click **Request a Quote**

Computer Standards

Desktop

ThinkCentre M90a All-in-One PC



Model

Storage

Memory

Operating System

ThinkCentre M90a All-in-One PC


Up to 512 GB PCIe SSD

Up to 16 GB DDR4 2667MHz

Windows 11 Pro

Request a Quote

ThinkCentre M90q Tiny Desktop



ThinkCentre M90q Tiny Desktop

256 GB PCIe SSD

8 GB DDR4 2667MHz

Windows 10 Pro

Request a Quote

Laptop

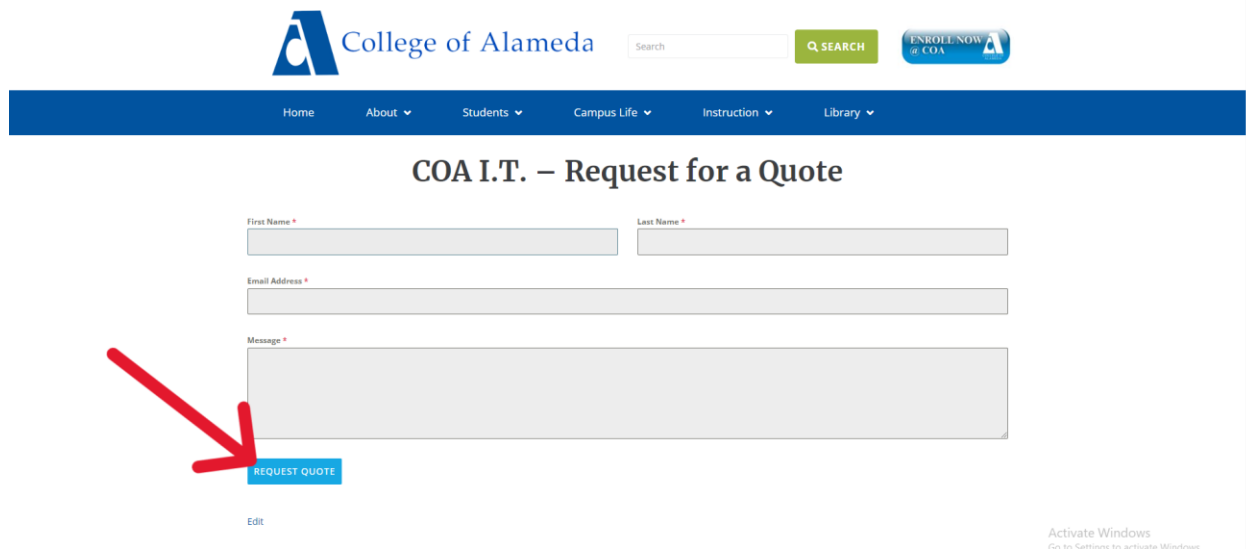
Lenovo ThinkPad T14 Gen 4

Lenovo ThinkPad X1 Carbon Gen 12

Activate Windows

Go to Settings to activate Windows

Step 3: Fill out the form then click **Request Quote**



The screenshot shows the College of Alameda website header with the logo, navigation menu, and search bar. Below the header is the title "COA I.T. – Request for a Quote". The form contains fields for "First Name", "Last Name", and "Email Address", each with a red asterisk indicating it is required. Below these is a large "Message" text area, also with a red asterisk. A red arrow points to a blue "REQUEST QUOTE" button located at the bottom left of the message area. Below the button is a small "Edit" link. In the bottom right corner, there is a watermark for "Activate Windows" and a small "ENROLL NOW @ COA" button in the top right header area.

College of Alameda

Search

Q SEARCH

ENROLL NOW @ COA

Home About Students Campus Life Instruction Library

COA I.T. – Request for a Quote

First Name * Last Name *

Email Address *

Message *

REQUEST QUOTE

Edit

Activate Windows
Go to Settings to activate Windows.

Guide created by Jacob Whorley (COA IT Student Intern)