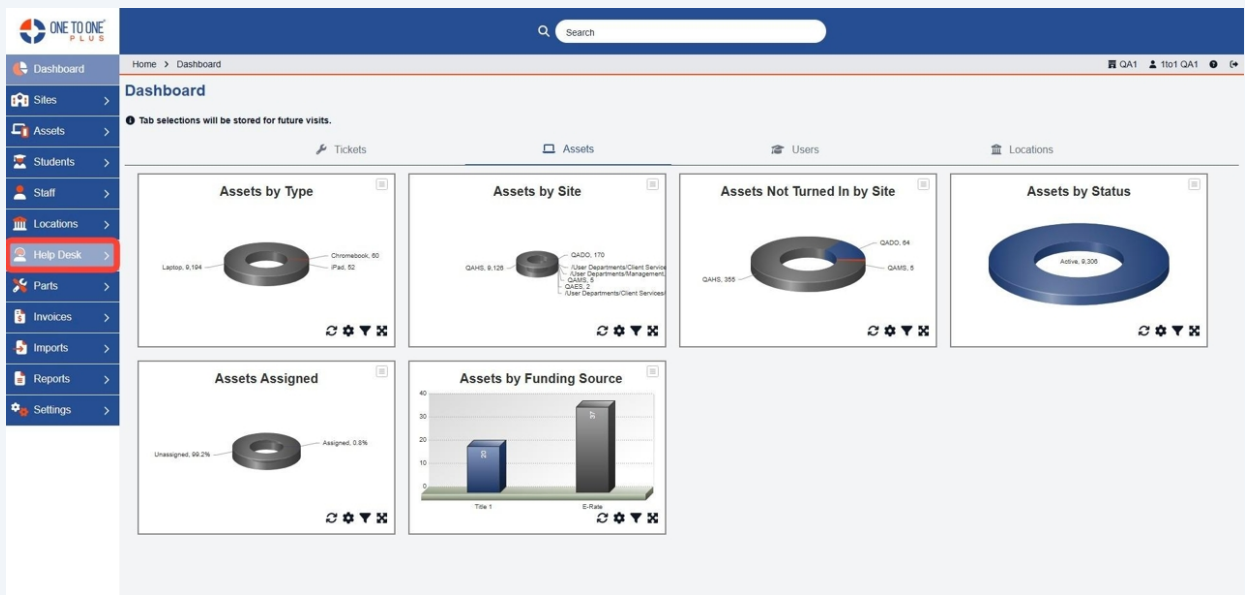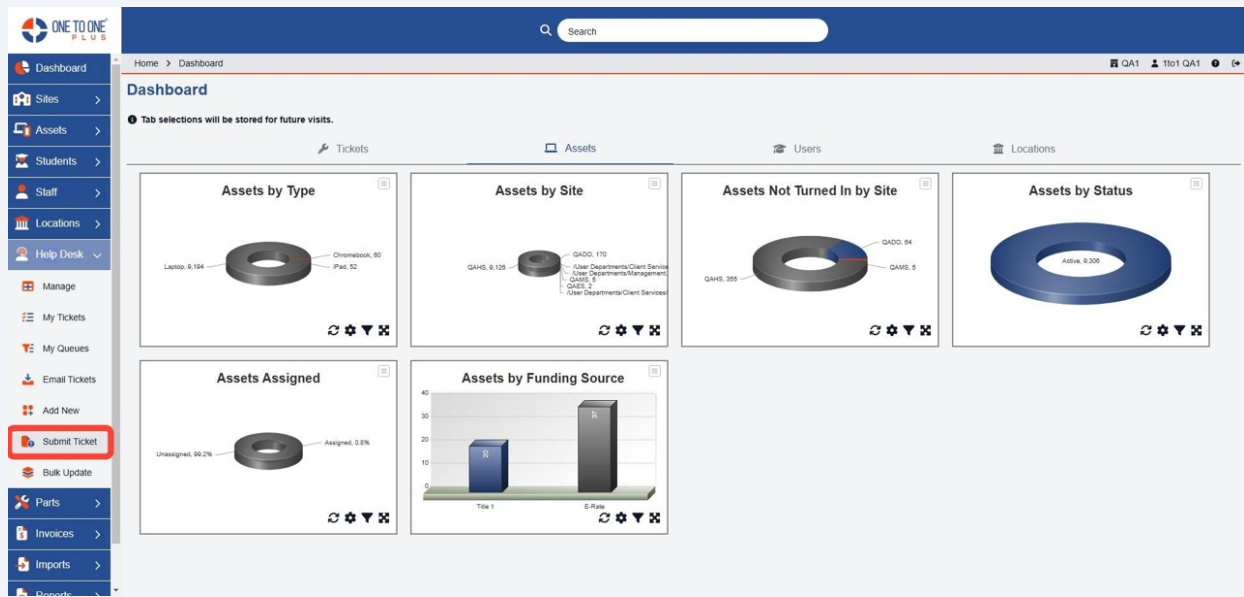# Submit a Help Desk Request

This guide offers a simple process for submitting Help Desk requests, helping users communicate issues clearly for faster support and easier navigation.
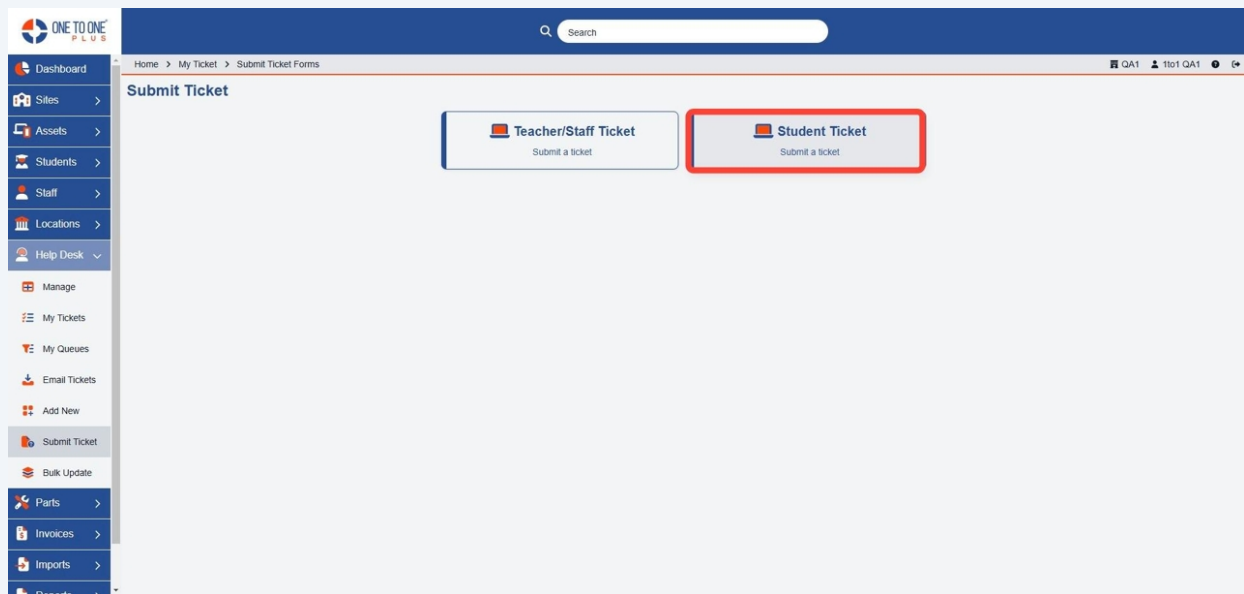
1   Select "Help Desk".

2 Select "Submit Ticket".

3 Select the ticket type that you wish to submit.

4 Complete all required fields as well as additional helpful information.

5 Select "Save" to submit your request.