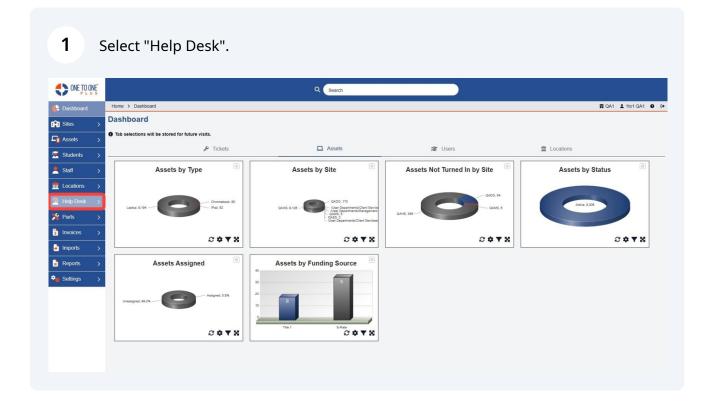
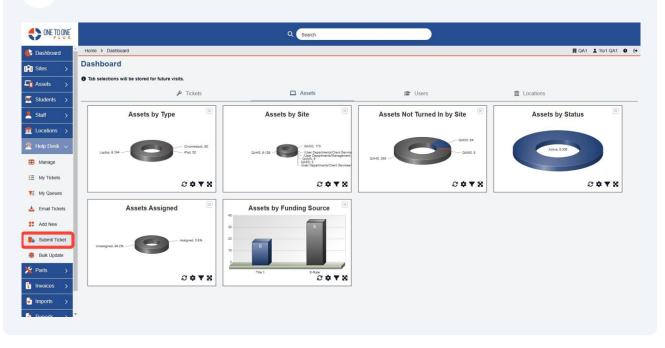
Submit a Help Desk Request



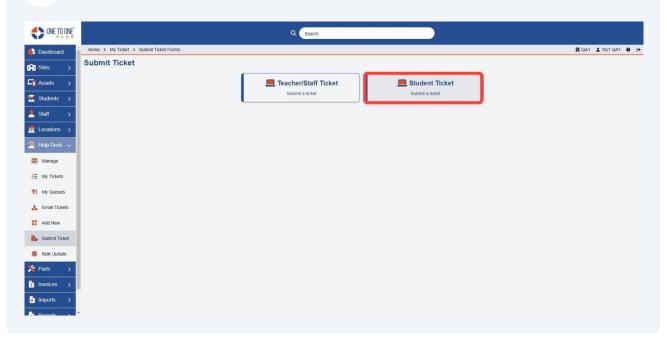
This guide offers a simple process for submitting Help Desk requests, helping users communicate issues clearly for faster support and easier navigation.



Select "Submit Ticket".



3 Select the ticket type that you wish to submit.



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

	Q. Search	
🖶 Dashboard	Home > My Ticket > Submit Ticket Forms > Student Ticket	≣ QA1 🛓 1101 QA1 🔮 (↔
<pre>files ></pre>	Student Ticket Submit a tricket	Ticket History Related lickets for the selected user
Students > Students > Staff > Interpretations > Help Desk > Hanage	Filter Ticket Types by selecting Ticket Categories Type Categories * Types * Types * Description	No tickets found.
FE My Tickets FE My Queues Email Tickets Add New		
Submit Ticket Submit Ticket Parts Invoices	Related User Who is being affected? Related Location V	
Invoices > Imports > Poports >	Related Asset	Changes detected

5 9	elect "Save" to submit your	request.	
		Q Search	
E Dashboard	Home > My Ticket > Submit Ticket Forms > Student Ticket		🛱 QA1 💄 11o1 QA1 🔮 🤅
😭 Sites >	💥 Where is this occurring?	TDO X V	Ticket History Related tickets for the selected user
Assets >			No fickets found.
Staff >			
■ Locations > ● Help Desk ~	Do you wish to assign a new device?	New Asset	
Manage My Tickets		Collaborators	
 My Queues Email Tickets 	Who should be notified on update?	×	
Add New			
Bubmit Ticket		Files	
Bulk Update	Attach an optional file	Click to choose files or drag here	
s Invoices >		L	
 Imports >		✓ Save	