

How to Submit an IT Support Request

- 1) Go to your school's home page and open the Staff Tools menu
- 2) Select IT Request
- 3) Log on to the website using your email address.
- 4) If it is your first time on the system, you will be prompted to enter your last name. **If it is not your first time, please skip to step 6.**
- 5) Fill in all required information.
- 6) Fill in the required information on this form.

The required **submittal password is: usr**

- 7) Once submitted, you will be brought to a screen that shows you that your IT request was submitted and you will receive an email from the system.