

How to Submit a Tech Request

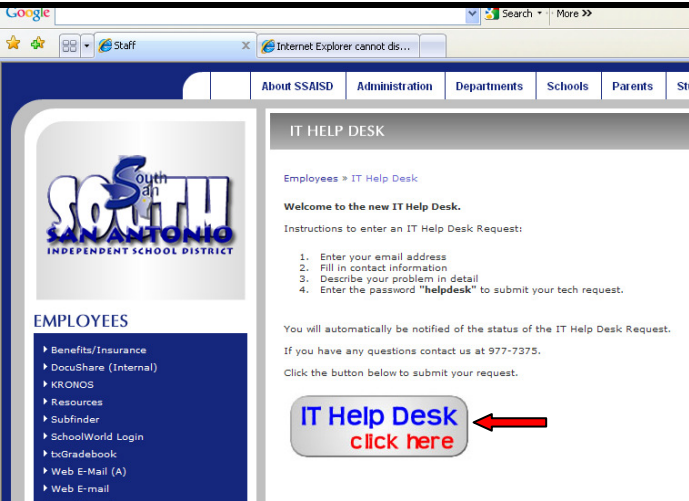


Step 1)

www.southsanisd.net

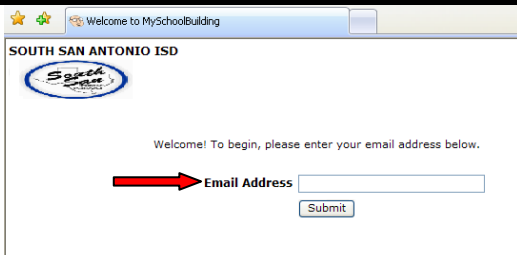
Go to “Employees”

Scroll down to “IT Help Desk” and double click



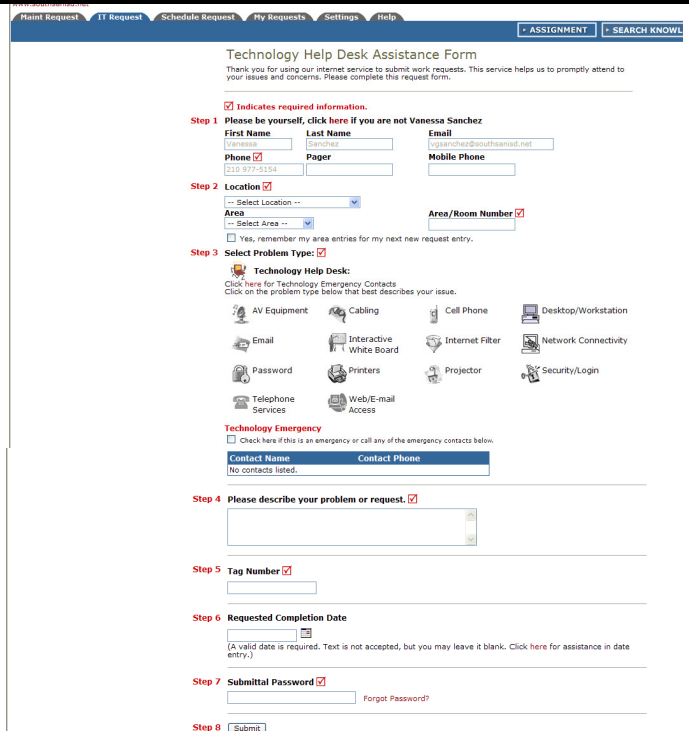
Step 2)

Click on the “IT Help Desk” Button



Step 3)

Enter your district email
Click “Submit”



Step 4)

Follow the steps 1 through 8, then click “Submit”

**** Please Note ****

Step 5 Tag Number (if you don't have a tag number enter “00000”

Step 7 Submittal Password is “helpdesk”