

## Online Technology Help Request Form FAQ

Using the credentials provided to you by the Technology department log into the support form

The screenshot shows a login form with the following fields:

- Username:** A text input field.
- Password:** A text input field.
- Remember Password:** A checkbox.
- Login:** A button.

You will be taken to the following screen which will show any previously submitted requests and their status. You will also see the button for submitting new requests.

The dashboard includes an "Add New Request" button and a table of previous requests.

WorkOrder#	Date	Priority	Request	Request Type	Status	Inventory #	School	Location	Emp ID	Request Details
42	4/2/2014	Urgent	Chromebook Icloud Printing per device	Tablet/Chromebook	Completed		High School	B224	1955	Does iCloud printing work/per device or per end user?

Click the button to add a new request and fill out the form with the requested information.

The form contains the following fields:

- Date:** 4/2/2014
- Form:** Queued
- Priority:** Please select (dropdown menu)
- Request (Brief Description):** (text input field)
- Request Type:** Please select (dropdown menu)
- Inventory #:** (text input field)
- School:** Please select (dropdown menu)
- Location (Room number):** (text input field)
- Request Details (Please include as much information as possible):** (text area)
- Submit Request** and **Back to list** buttons.