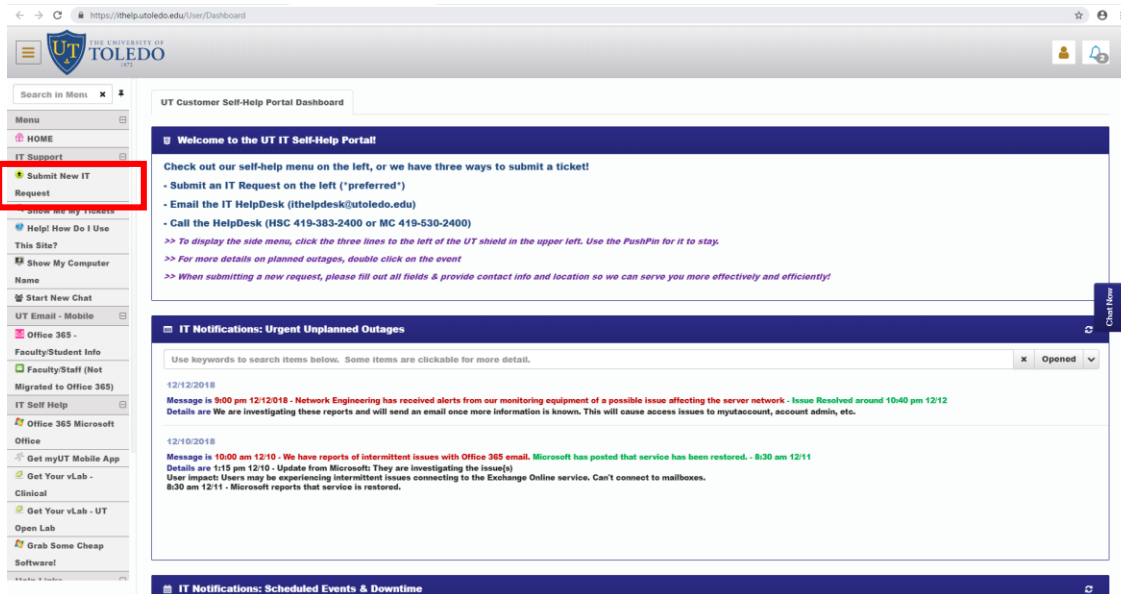
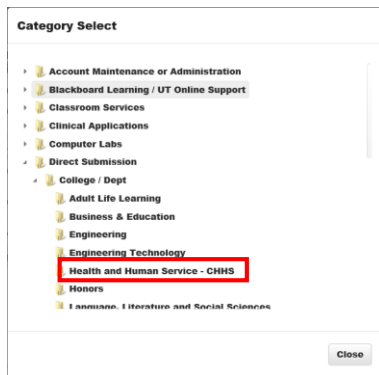


## How to Submit a Work Order via iSupport

1. Select the IT Help Desk icon on your desktop
2. Enter your UTAD credentials when prompted
3. Click on the button that says “Submit New IT Request” on the left-hand side under the “IT Support” tab.



4. Next, select the category “Direct Submission” followed by “College / Dept” and then “Health and Human Service – CHHS”



- 5.
6. Now that you have assigned the ticket, fill out the **Description** field with the issue you are experiencing
7. Make sure to Select UT Main under the **Campus** subheading. Also, enter the appropriate **Room Number** and **Telephone Number** to associate with this ticket
8. Your ticket is now ready to be submitted, select the **Submit Case** button