

**How to Put in a Technology Ticket**

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| Look for the Technology Helpdesk Icon on your computer and click on it.  Or you can visit the Prospect Website/teacher/Staff tab |  |
| Sign in with your Microsoft Account. |  |
| Select New Ticket. |  |
| Select the category other.  (If you are having computer, printer, promethean board issues etc. select other). |  |
| You may then be asked to select an issue category/an issue/ or describe the issue.  When describing the issue be as specific as possible. Attach any pictures that can help describe the issue.  Add the location (room number)  and search your name to tag the ticket to you. |  |
| Press submit ticket. |  |
| You can check the status of the ticket on the main page under my ticket. |  |