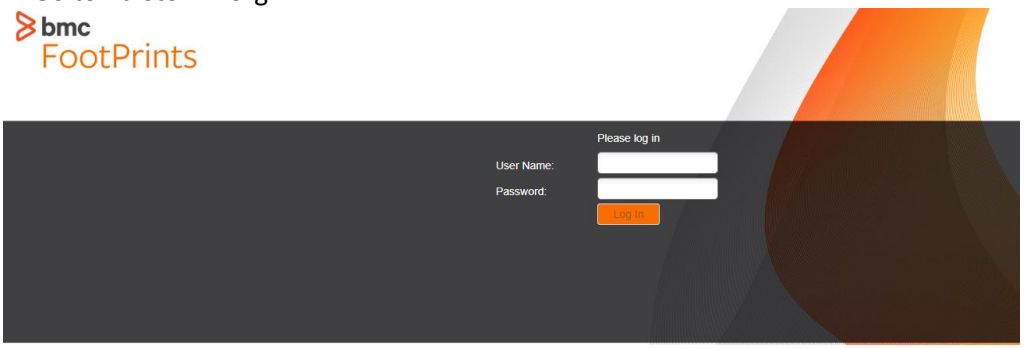
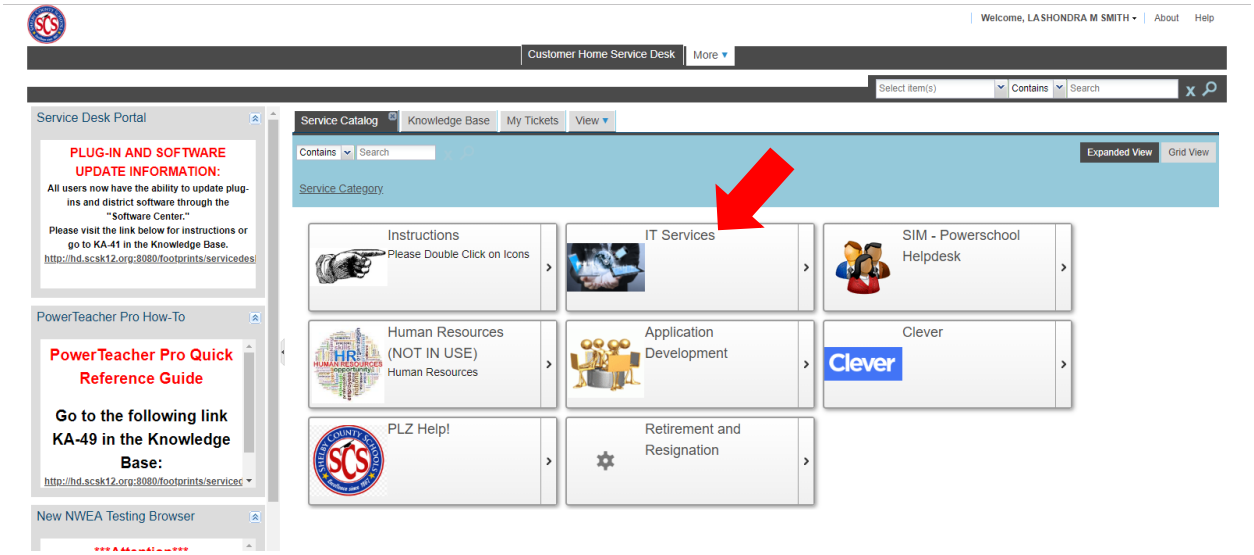
HOW TO SUBMIT A WORK ORDER

1. Go to hd.scsk12.org

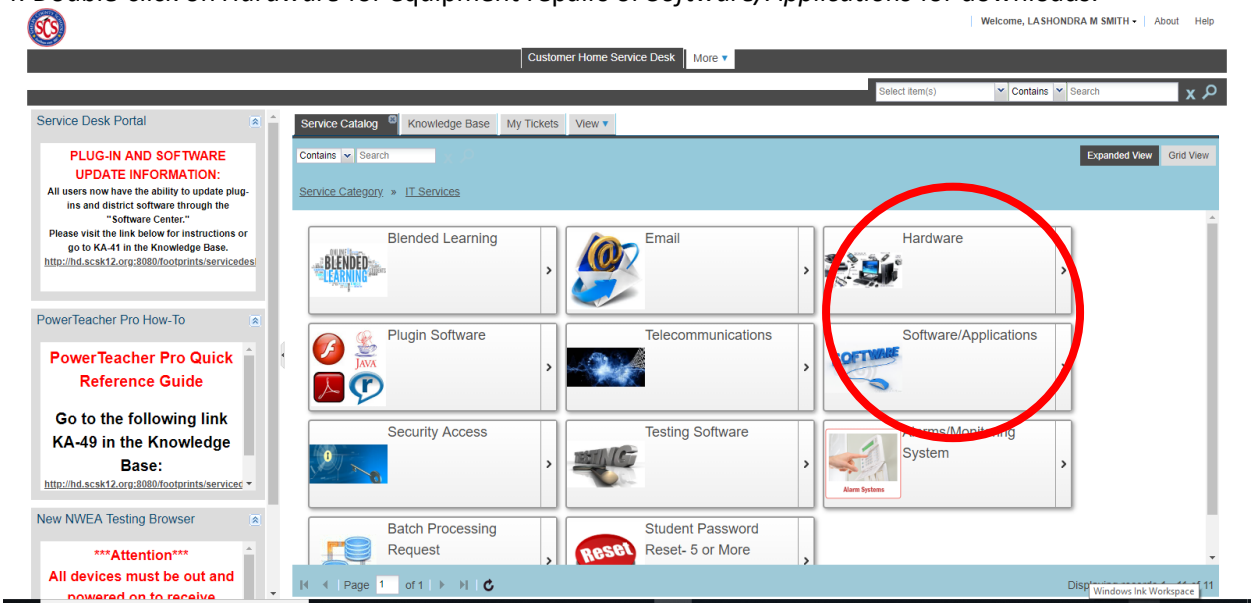


2. Log in using your Active Directory credentials (ex. SmithLM1).

3. Double-click on IT Services.



4. Double-click on *Hardware* for equipment repairs or *Software/Applications* for downloads.



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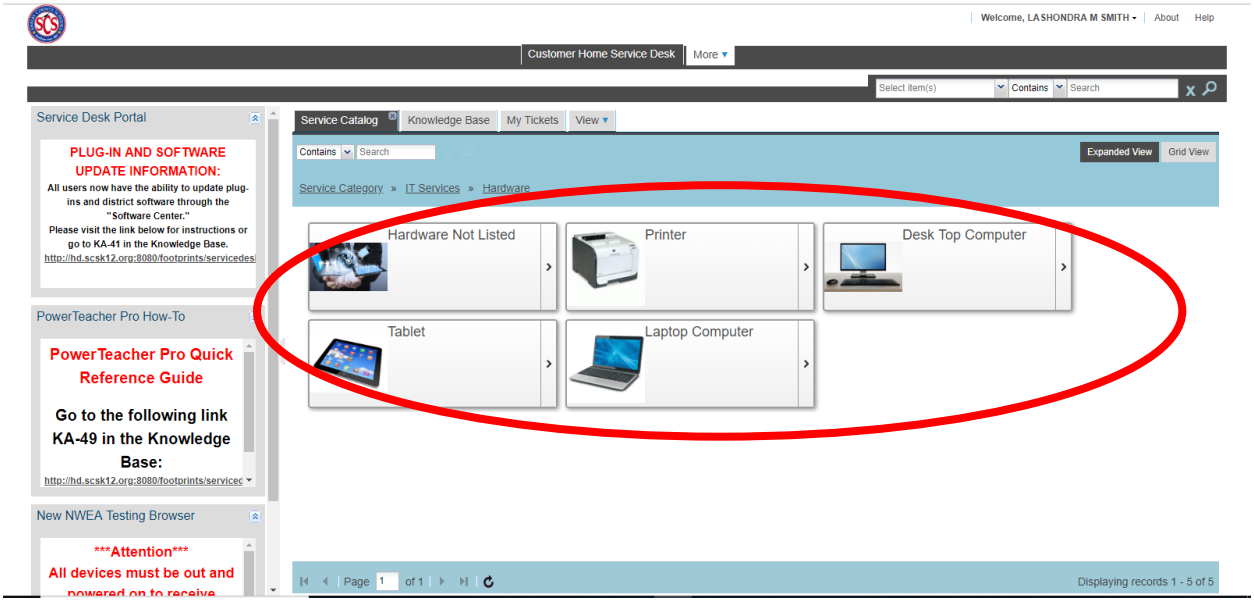
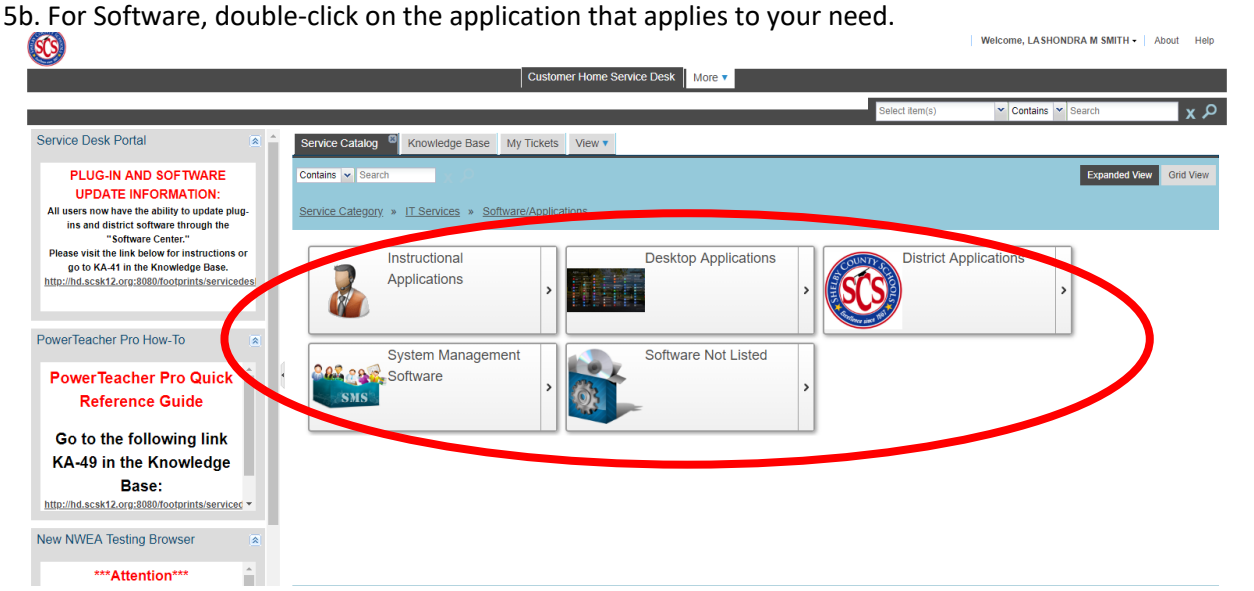
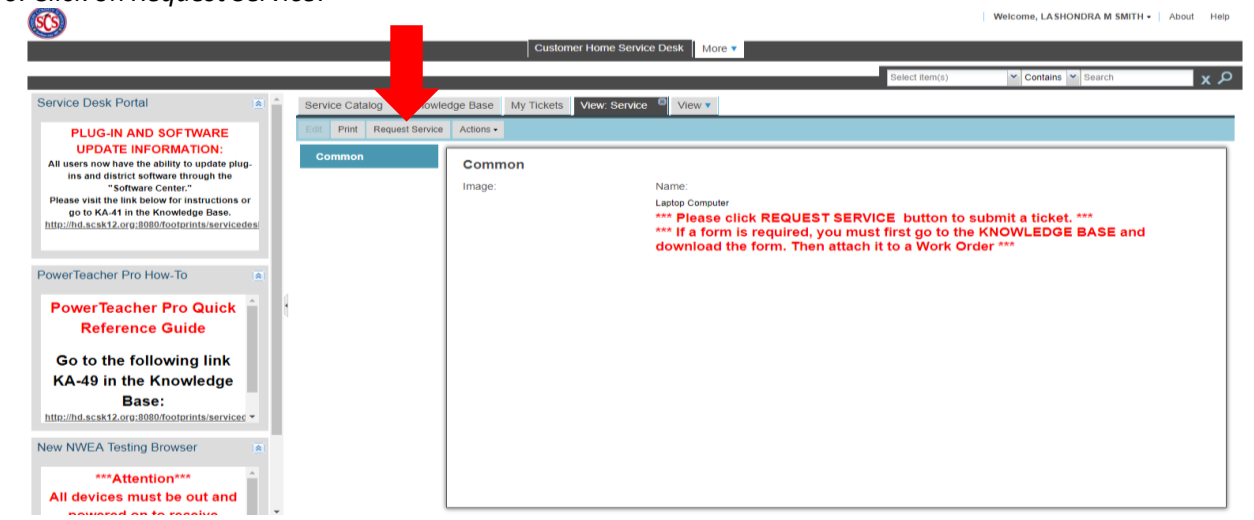
5a. For Hardware, double-click on the equipment in need of repair.



5b. For Software, double-click on the application that applies to your need.



6. Click on *Request Service*.



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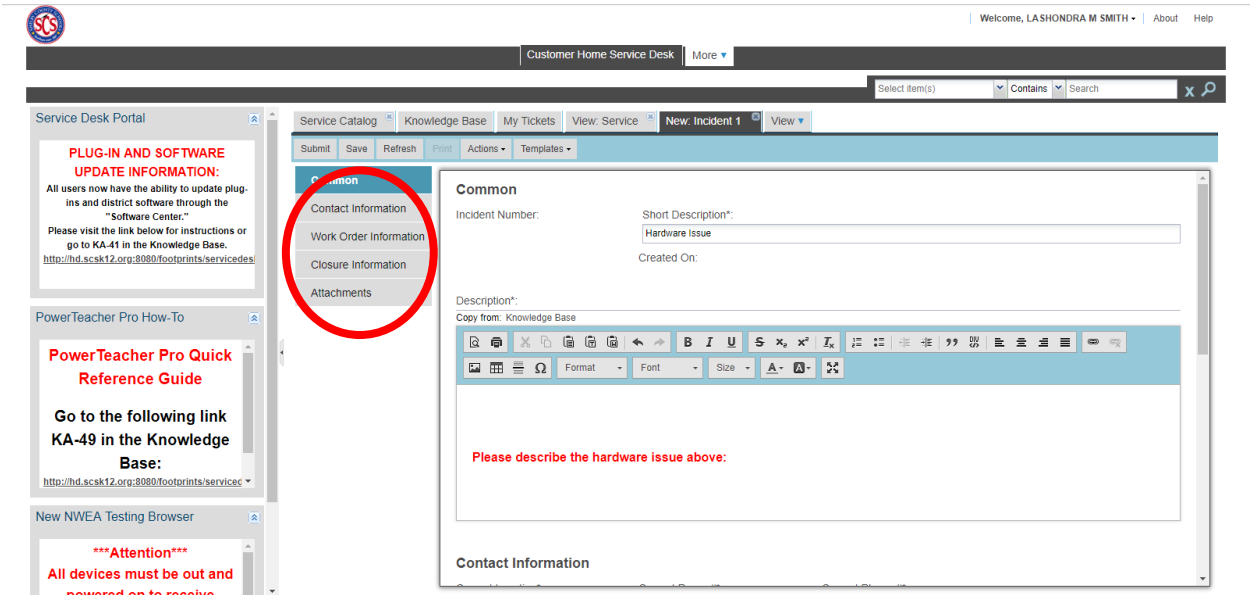
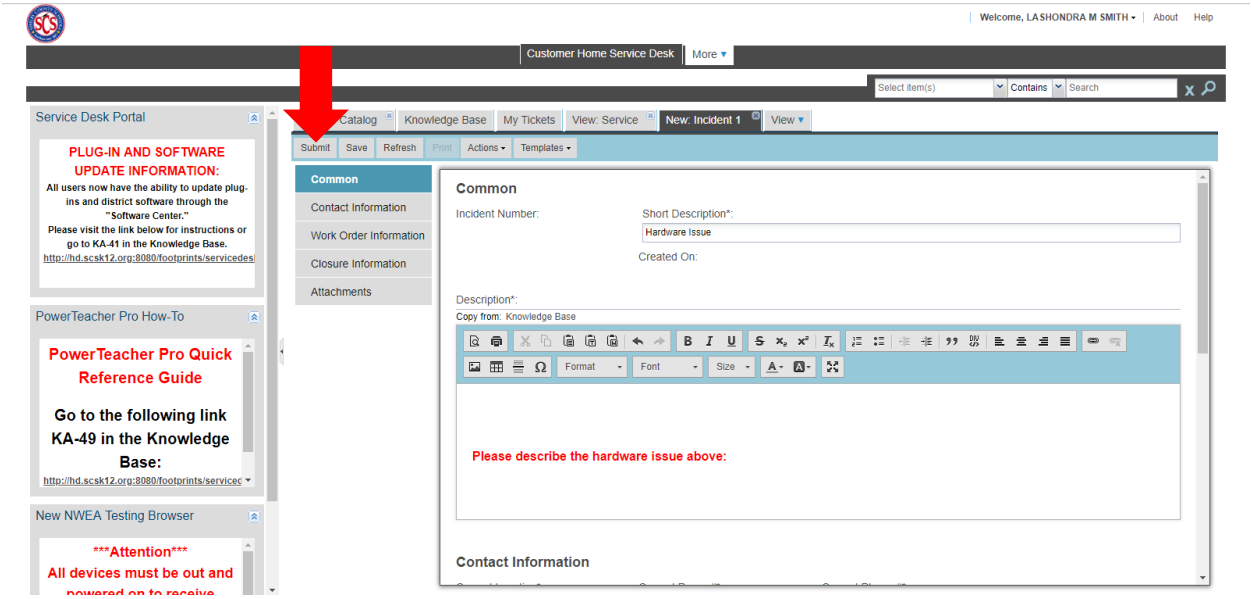
7. Enter information into the form. Required fields are marked with an asterisk (*).



8. Click *Submit*.