How to open a tech ticket.

1. Go to [http://www.mauryk12.org/teachers_staff/technology_services](http://www.mauryk12.org/teachers_staff/technology_services)
2. Under links Click [Tech Tickets](http://www.mauryk12.org/teachers_staff/technology_services)
3. You will see a page that looks like this:

![Welcome to Servicecamp](image1.png)

4. If it is your first time logging in, click sign up, it will look like this:

![Get started free](image2.png)

5. Enter you email address
6. Enter your Name
7. Enter a Password
8. Check the I’m not a robot box
9. Click Sign up
10. If it says you already have an account that is ok. Go back to sign in and click I forgot my password and enter your email and it will send you a link to reset it.
11. Go to the Sign In portion again and log in. You may see a Message pop up about adding this PC to trusted Devices, that is ok. It will send you an email to add it.

After you add it, you will see
12. The Sign Up will only be done once
13. Now go back to the Sign In page and log in
14. This will be the Page you will see:

15. Click Submit New Ticket
16. Scroll until you find your Location:
17. Fill out the fields.

18. Room Number is your room number or Location (Gym, Office Library Etc)
19. Priority is Priority.
20. What do you need Help with? Is a basic type of problem you are having so we can get an idea of the issue.
21. The Fields with an * at the end are required
22. Subject is where you will put what you issue is
23. Description is a detailed description of the issue (anything that would be helpful in troubleshooting your problem).
24. Click Create. You and your tech will get an email of the ticket