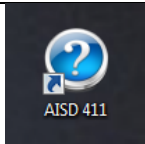
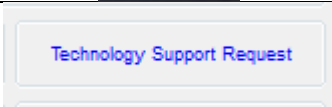
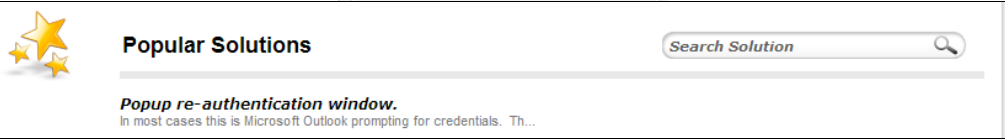
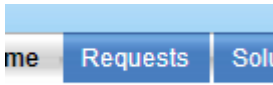
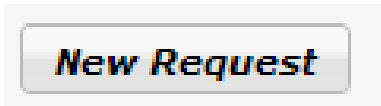
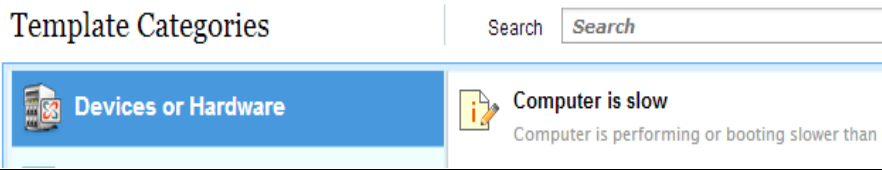
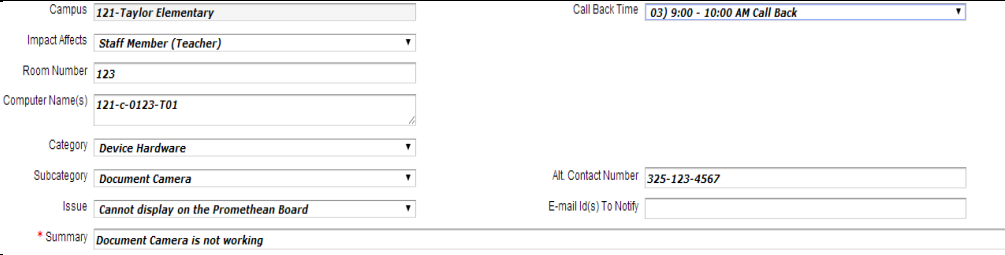



AISD Service Desk – Submitting a New Request

1. Select the AISD 411 icon on your desktop.	
2. Select the icon Technology Support Request .	
3. Search Popular Solutions to see if the answer to your tech question already exists.	
4. If this is a new request or a technician needs to work with your computer, select the Requests tab.	
5. At this screen, you can select a previous unclosed request to edit or add additional information or select New Request .	
6. On the Template Categories page, select the template that most appropriately describes your situation.	
7. Fill in all appropriate information. The more information provided, the more quickly Technology Support can address your situation.	
8. You can also attach files such as screen shots from the snipping tool to help Technology Support diagnose your situation.	
9. After submitting all information, scroll to bottom and select Submit request to submit this request.	