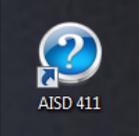
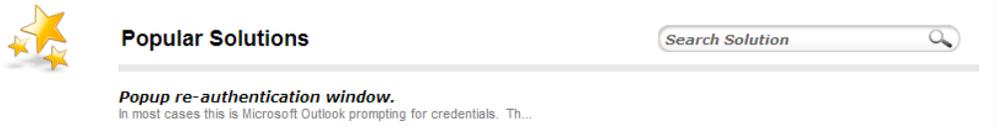
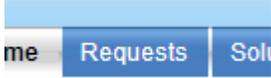
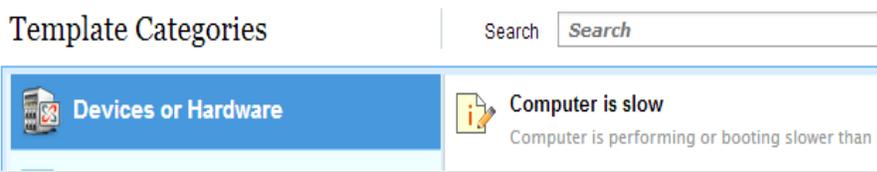
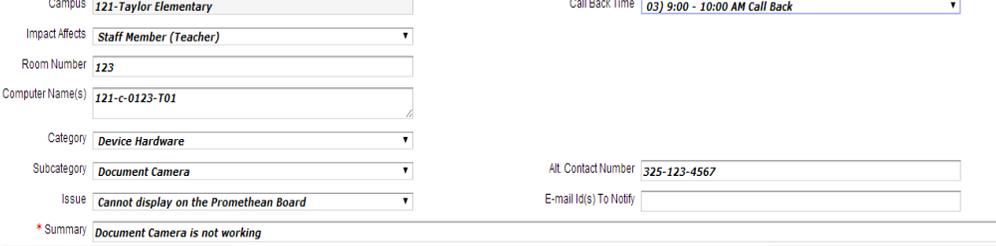


AISD Service Desk – Submitting a New Request

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