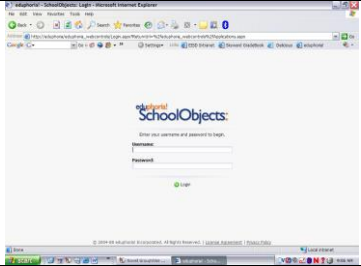
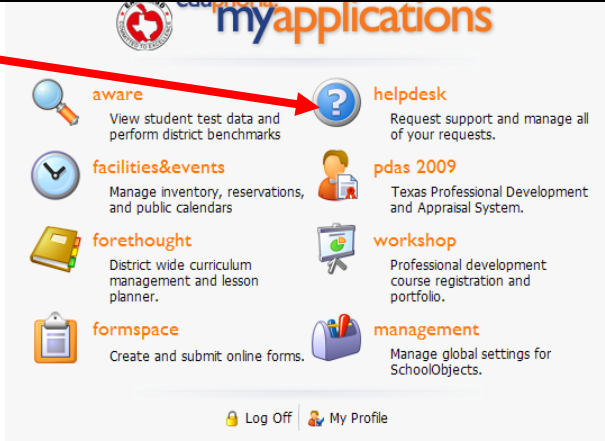
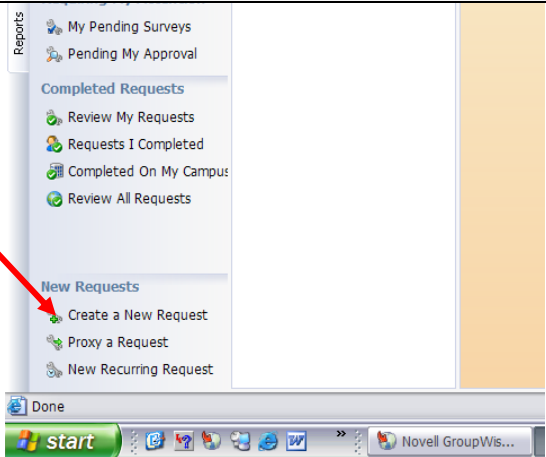
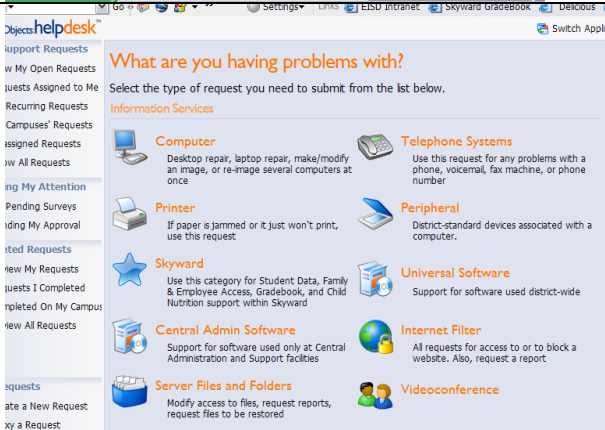


Take Charge of Your Technology!

You have a hotline right to IS (Information Services) when things aren't working just by entering a Workorder.

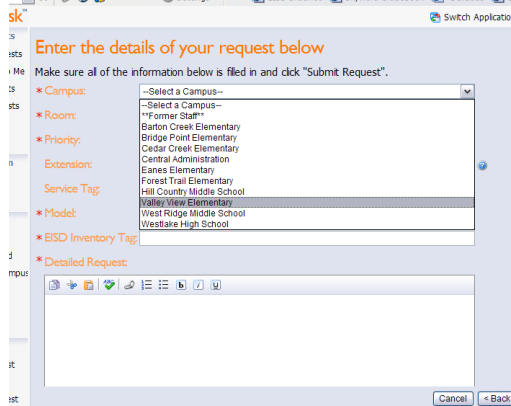
How to enter a WORKORDER:

| | |
|---|--|
| <p>Log in to Eduphoria</p> |  |
| <p>Click on Help Desk</p> |  |
| <p>In the bottom left corner, click Create a New Request.</p> |  |
| <p>Click on a picture that is closest to what you are workordering.</p> |  |

Click again on whatever is closest to what you are workordering. Don't worry if you can't find the exact thing...

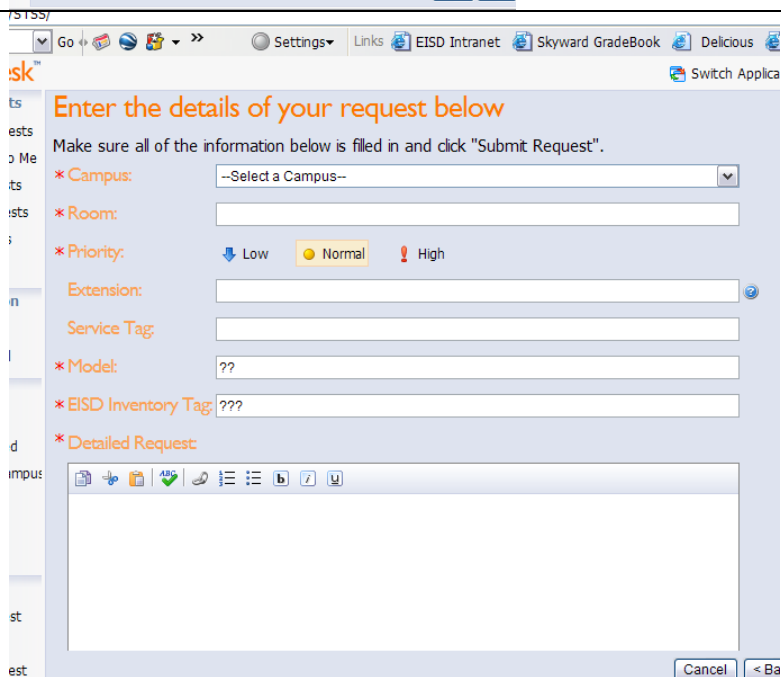


Use the drop down menu to select VVE.

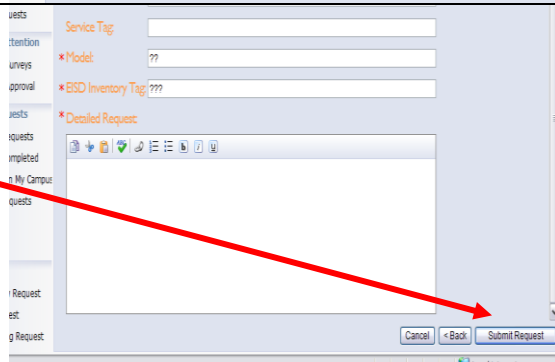


Type in your room number. Set your priority, High is only for something that has stopped your teaching-like projector out or desktop computer not working.

You can put a question mark for model and EISD Inventory tag. But in the bottom box, describe the problem with as much information as you can.



Bottom right hand corner, click Submit Request



If you don't click the exact symbol for what you need, don't worry, Joe (at IS) reads and assigns all work orders and he will make sure it gets to the right person. Turn around time is about 1-3 days.