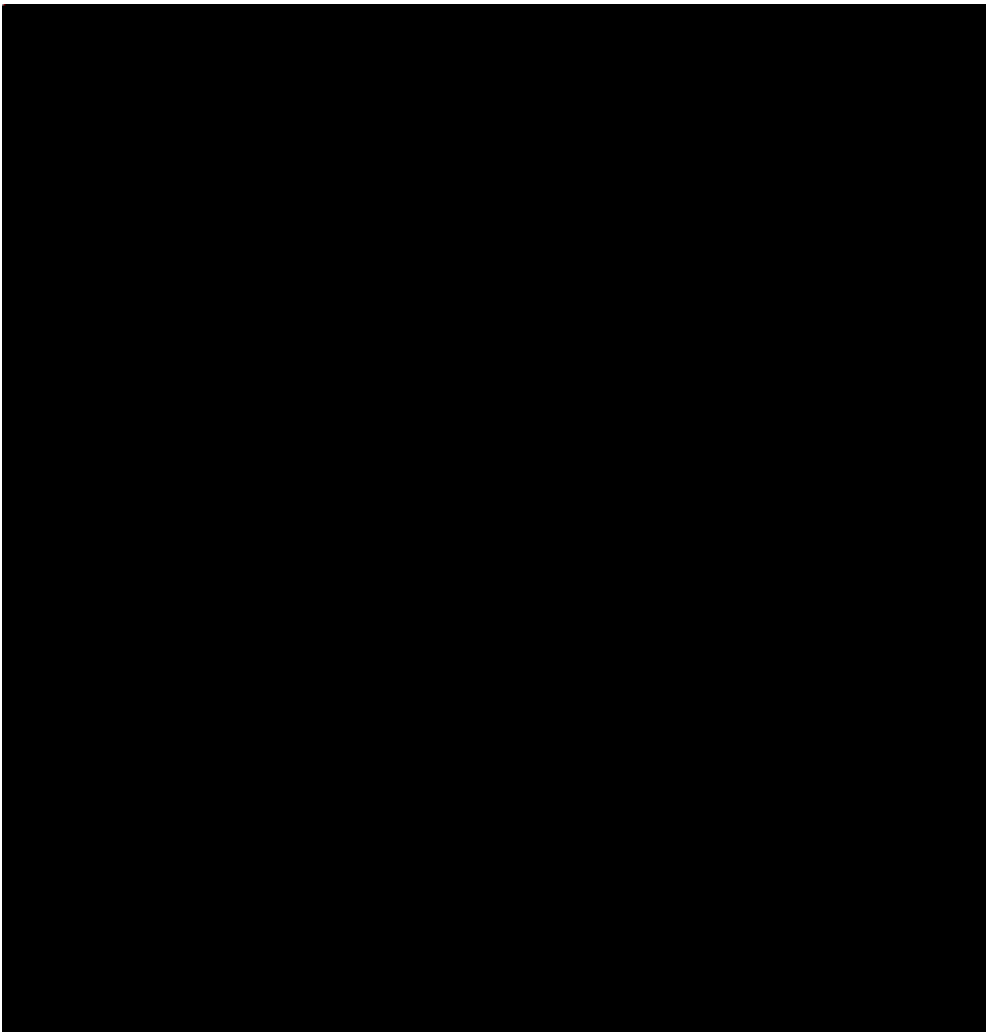


Creating a Help Desk Ticket for ordering Classroom Equipment:

1. In the Address bar type in :



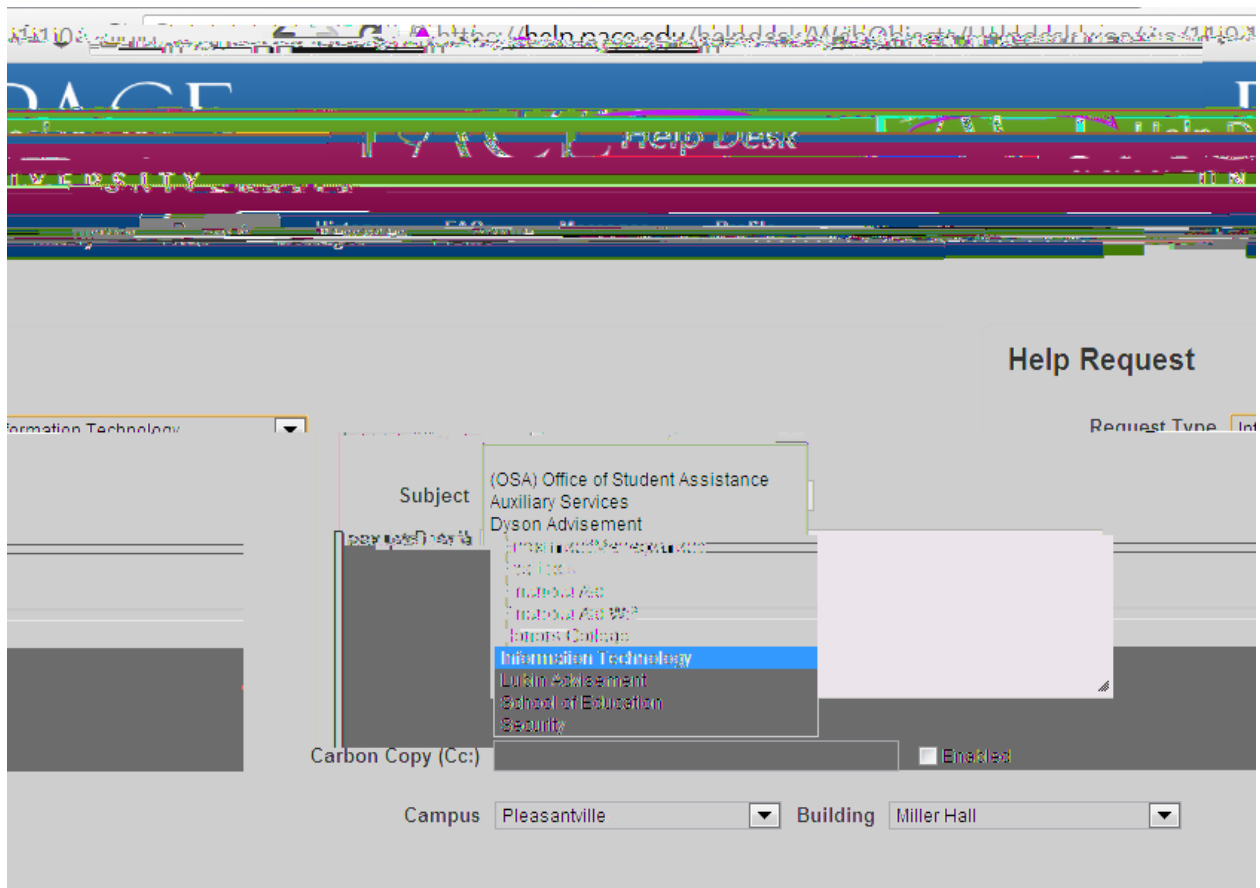
2. Login with Pace Portal Account:



3. Click on the tab:



4. In the first dropdown, choose



5.

Help Request

Request Type: Information Technology

Educational Media
Account
Administrative Systems

Request Detail

Educational Media
Account
Administrative Systems

Attachments

Campus

7.

Help Request

Request Type

Professor's Full Name*

Professor's E-Mail Address*

All Classroom requests must be submitted with delivery/setup requests. Note that fulfillment is required for class/meeting rooms with built-in equipment to ensure that equipment cabinets are unlocked, turned on and

8. Fill in required information and click _____ Ticket will be sent and confirmation will arrive shortly via E-mail.

Any Questions?

Call

Educational Media

914-773-3338