Submitting a Technology Work Order

1. Click on the Technology Work Order icon on the Launchpad (You can also reach Technology Work Order through the “Quick Links” on the GSD Employee Intranet)



1. Log in with your GSD Username and Password
2. Click “Submit New Case”



1. Enter Location Information – Make sure the Location Box shows “Redwood-342” selected. Add other location and contact info if you’d like. The more specific you are, the better.



1. Describe the issue in the Work Request box.
2. You may write about the Impact and Urgency of the issue, but this is not required. You may also choose a Case Type from the list, but if you don’t know what to choose, you can leave this blank.
3. Click “Submit.”
4. Congratulations! You’re done!