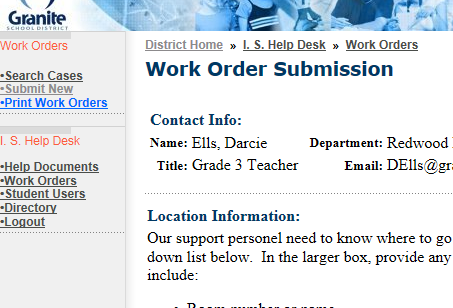
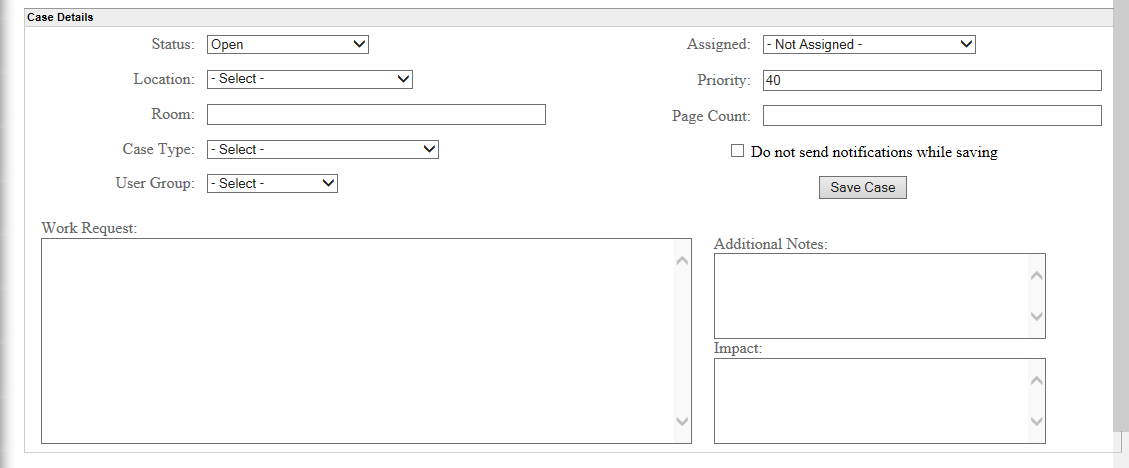
Submitting a Technology Work Order

1. You will find a link to “Technology Work Order” in the Quick Links on the GSD Intranet Page, or in the GSD Portal under “District Resources.”
2. Log in with your GSD Username and Password
3. Click “Submit New Case”



1. Enter Location Information – Make sure the Location Box shows “Redwood-342” selected. Please also note your room number.
2. Describe the issue in the Work Request box.
3. You may write about the Impact 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.



1. Click “Save.”
2. Congratulations! You’re done!