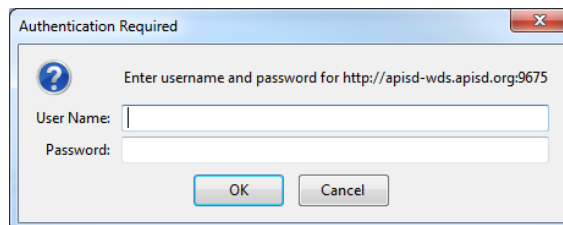
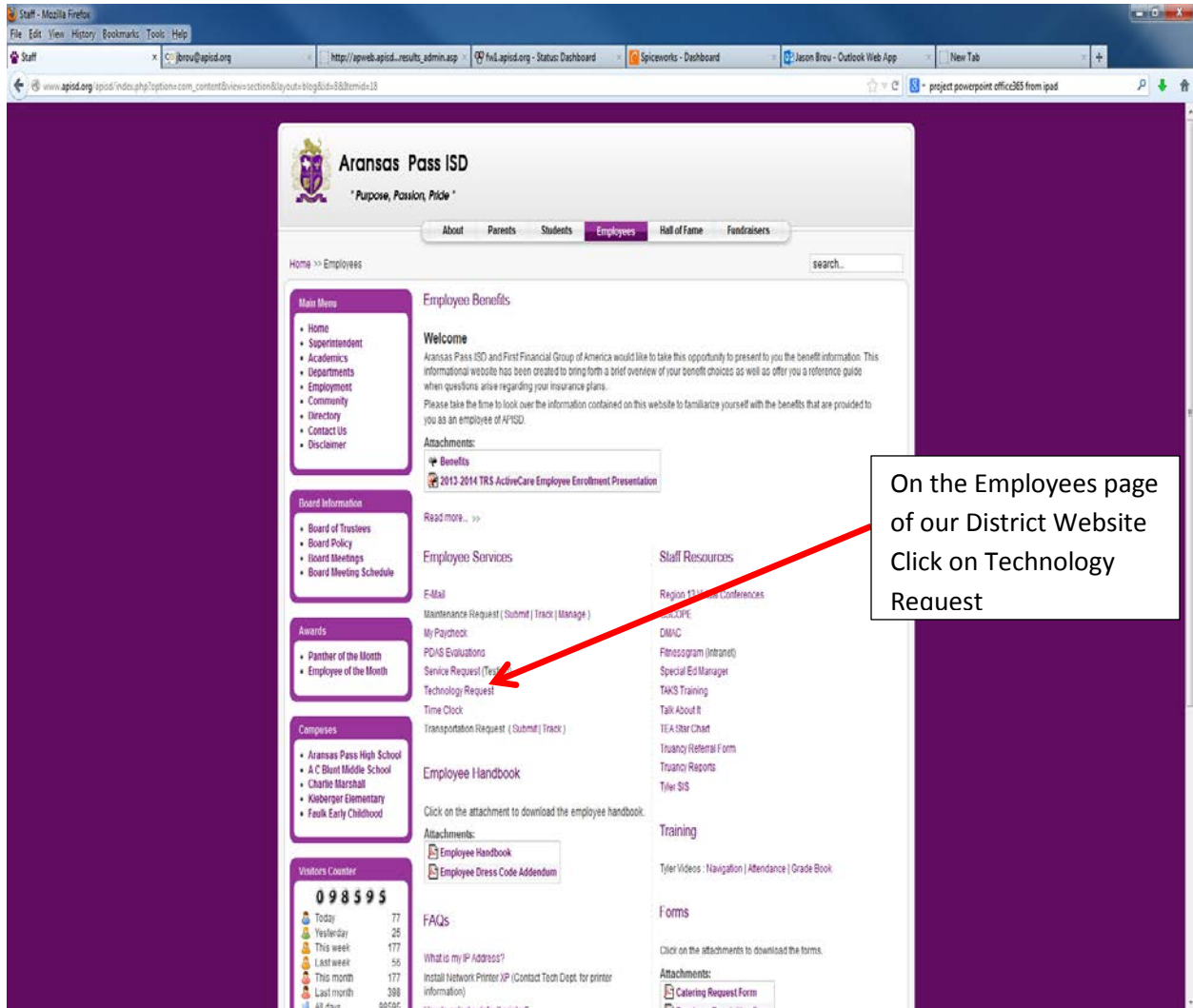


# How to use the new Technology Request System.



This window will pop up on the new page. Please enter your login credentials. (what you use to login to the computer)

Tech Request | Aransas Pass ISD Technology | Moodle Firefox

File Edit View History Bookmarks Tools Help

Staff C:\jbruv@apisd.org http://apweb.apisd...results\_admin.asp hst.apisd.org - Status: Dashboard Tech Request | Aransas Pass ISD Techn... login in to new technology request s... login in to new technology request spiceworks teachers Not signed in 8/22/11 10:08

## Aransas Pass ISD Technology

Tech Request

**Welcome to your new Technology Request and Information System**

This is where employees of APISD will be submitting Technology Requests for help with technology issues on their campuses/buildings. We will be creating a FAQ, a help section and an assortment of other goodies to come.

1. To Request help in this system you will first need to login to the system.
2. Your username and password that you use to login on the computers will work fine.
3. Please try to be a specific as possible.
4. Please remember to give a **location of the room, and which device.**
5. Once sent your request is sent to our system, and it will be handled accordingly, you will be able to track your request in this system as well as submit them.
6. You will receive an email when your ticket is closed.

**Technology Phone Numbers**

- Technology Office - 361-758-4315

**Links**

**Complete the form below to get started.**

Username:

Password:

Please sign in to view your open help requests

Please sign in to create a new help request

Add your login in Credentials once again, Here.

Portal Login | Aransas Pass ISD Technology | Moodle Firefox

File Edit View History Bookmarks Tools Help

Staff C:\jbruv@apisd.org http://apweb.apisd...results\_admin.asp hst.apisd.org - Status: Dashboard Portal Login | Aransas Pass ISD Techn... login in to new technology request s... login in to new technology request spiceworks teachers Not signed in 8/22/11 10:08

## Aransas Pass ISD Technology

Tech Request

**Complete the form below to get started.**

Please enter your email address

Username:

Password:

Email:

Here you need to complete the first form- with your Login name, password, and your email.

User Profile | Aransas Pass ISD Technology - Mozilla Firefox

Staff | Edit | View | History | Bookmarks | Tools | Help

apisd-wiki.apisd.org/9075/portal/user-profile | http://apweb.apisd...results\_admin.asp | hsl.apisd.org - Status: Dashboard | User Profile | Aransas Pass ISD Techn... | login in to new technology request s...

Aransas Pass ISD Technology

Tech Request

cpjohnson@apisd.org  
ISD Logo  
APISD

Please take a minute to update your information below

**Edit Profile for cpjohnson**

First Name:


Last Name:

Office Phone:

Cell Phone:

Title:

Start Date:



vsload.apisd.org

Add your first name, Last name, at a minimum. The other stuff is optional.

Up to this point you were just updating information for us in the tech request system. This is to increase the communication between us. Forward on, you will only have to login the one time, to be able to make a technology request.

Tech Request | Aransas Pass ISD Technology - Mozilla Firefox

File | Edit | View | History | Bookmarks | Tools | Help

Staff | Edit | View | History | Bookmarks | Tools | Help

apisd-wiki.apisd.org/9075/portal | http://apweb.apisd...results\_admin.asp | hsl.apisd.org - Status: Dashboard | Tech Request | Aransas Pass ISD Techn... | login in to new technology request s...

Aransas Pass ISD Technology

Tech Request

cpjohnson@apisd.org  
ISD Logo  
APISD

Thanks for updating your profile

**Welcome to your new Technology Request and Information System**

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5. Once sent, your request is sent to our system, and it will be handled accordingly, you will be able to track your request in this system as well as submit them.
6. You will receive an email when your ticket is closed.

**You do not have any open help requests right now**

**For help with an IT issue you are experiencing, please complete the form below.**

Summary:

Description:

Optional Attachment:  No file selected [clear attachment](#)

**Technology Phone Numbers**

- Technology Office - 361-758-4315

**Links**

- [Spiceworks Application](#)
- [Aransas Pass ISD Home Page](#)

**Completed IT Help Requests**

[View your completed IT help requests](#) for help with a recurring problem.

From this screen, you will be able to track each of your requests. Enter new requests, respond to open requests, and in the future several other features will be added.

Tech Request | Aransas Pass ISD Technology - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Staff | C:\jstov@apisd.org | http://apweb.apisd...results\_admin.asp | Ap1.apisd.org - Status: Dashboard | Tech Request | Aransas Pass ISD Tech... | login in to new technology request s...

apisd-web.apisd.org/9175/postal

login in to new technology request spiceworks teachers

## Aransas Pass ISD Technology

Tech Request

Thanks for updating your profile

Welcome to your new Technology Request and Information System

This is where employees of APISD will be submitting Technology Requests for help with technology issues on their campuses/buildings. We will be creating a FAQ, a help section and an assortment of other goodies to come.

1. To Request help in this system you will first need to login to the system.
2. Your username and passwords that you use to login on the computers will work fine.
3. Please try to be as specific as possible.
4. Please remember to give a **location of the room**, and which device.
5. Once sent, your request is sent to our system, and it will be handled accordingly; you will be able to track your request in this system as well as submit them.
6. You will receive an email when your ticket is closed.

You do not have any open help requests right now

For help with an IT issue you are experiencing, please complete the form below.

Summary:  Short explanation of issue

Description:  Detailed comments, Location of room, School Location, Which Device

Optional Attachment:  No file selected. [clear attachment](#)

Technology Phone Numbers

- Technology Office - 361-758-4315

Links

- [Spiceworks Application](#)

Fill out the summary with a short description of the problem. In the description field please give any details, a location of the room and campus, and which device or issue. You can add attachments, like screen shots, or documents that you think are important if you wish. Click Submit when your done.

View Help Request | Aransas Pass ISD Technology - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Staff | C:\jstov@apisd.org | http://apweb.apisd...results\_admin.asp | Ap1.apisd.org - Status: Dashboard | View Help Request | Aransas Pass ISD ... | login in to new technology request s...

apisd-web.apisd.org/9175/postal/view-help-request/7

login in to new technology request spiceworks teachers

## Aransas Pass ISD Technology

Tech Request

New help request created, the IT administrator has been notified.

Ticket #: Short explanation of Issue

Submitted 2013-08-27 @ 01:59 PM by Chris Johnson

Detailed comments, Location of room, School Location, Which Device

Comments

1. Add comment

Optional Attachment:  No file selected. [clear attachment](#)

**New help request created, the IT administrator has been notified**

If this issue has been resolved, you can close this request.

[Close Request](#)

This next screen show your ticket number#, date submitted, allows for additional comments. Also if you resolved the issue you can close the request.

If you want to make a separate request click on Tech Request

### Welcome to your new Technology Request and Information System

- This is where employees of APISD will be submitting Technology Requests for help with technology issues on their campuses/buildings. We will be creating a FAQ, a help section and an assortment of other goodies to come.
1. To Request help in this system you will first need to login to the system.
  2. Your username and password that you use to login on the computers will work fine.
  3. Please try to be as specific as possible.
  4. Please remember to give a **location of the room**, and which device.
  5. Once sent, your request is sent to our system, and it will be handled accordingly; you will be able to track your request in this system as well as submit them.
  6. You will receive an email when your ticket is closed.

### Check the status of your open help requests below.

- [Short explanation of Issues](#)  
Ticket #7 - opened on 2013-08-07 @ 01:58 PM

### For help with an IT issue you are experiencing, please complete the form below.

Summary:

Description:

Optional Attachment:  No file selected. [clear attachment](#)

### Technology Phone Numbers

- Technology Office - 361-758-4315

### Links

- [Spiceworks Application](#)
- [Aransas Pass ISD Home Page](#)

### Completed IT Help Requests

[View your completed IT help requests](#) for help with a recurring problem.

When ever you login to the tech request system you will see any open tickets. If there are any comments to add or to reply too you would just click on the ticket.