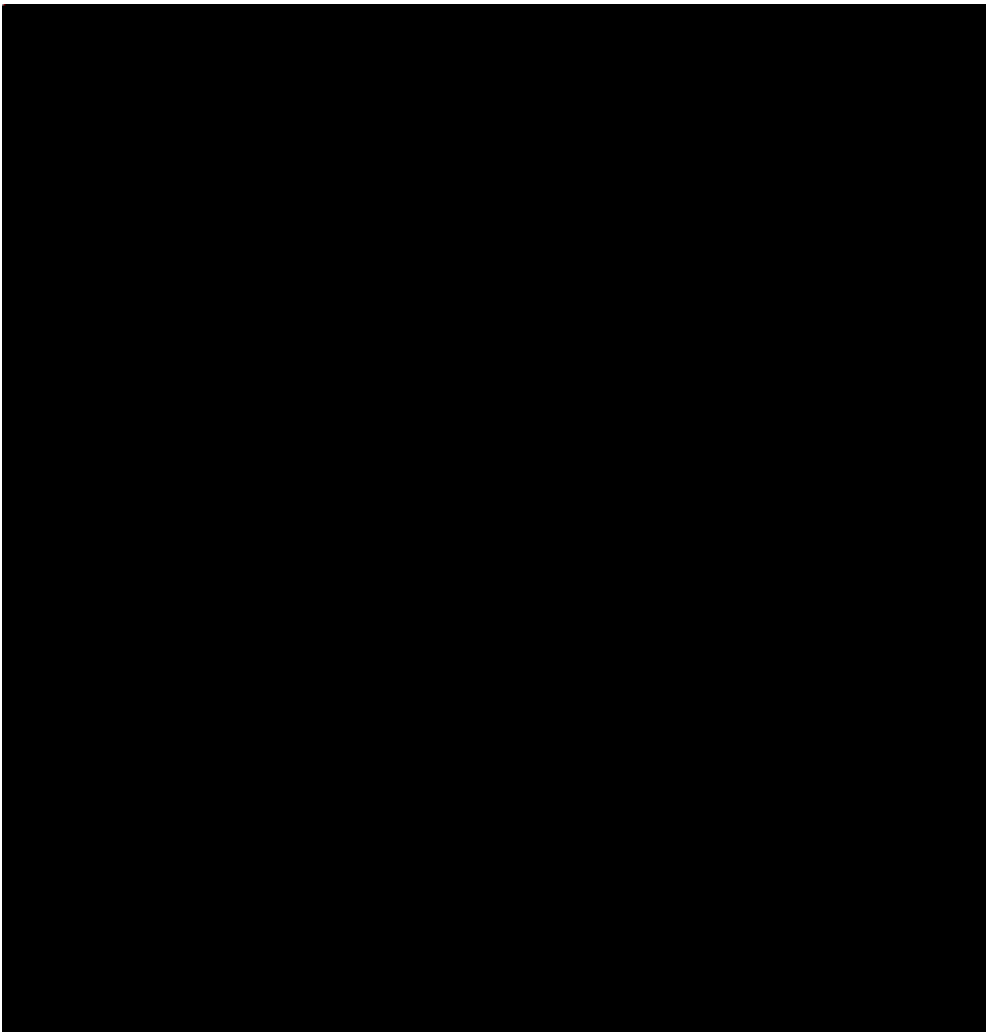


Creating a Help Desk Ticket for ordering Classroom Equipment:

1. In the Address bar type in :



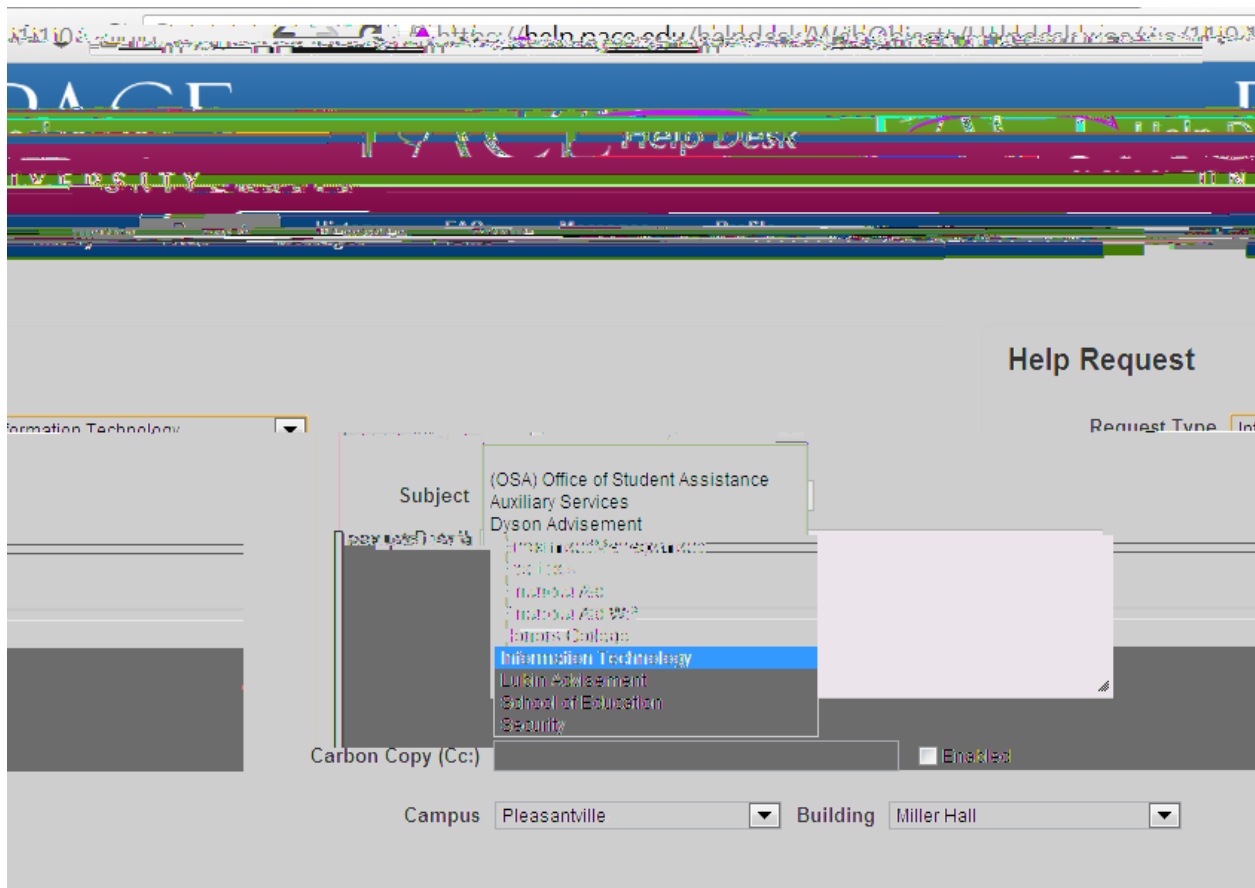
2. Login with Pace Portal Account:



3. Click on the  tab:



4. In the first dropdown, choose



5.

## Help Request

Request Type: Information Technology

Category: Educational Media

Sub-category: Account

Administrative Systems

Request Detail

Attachments

Campus

7.

## Help Request

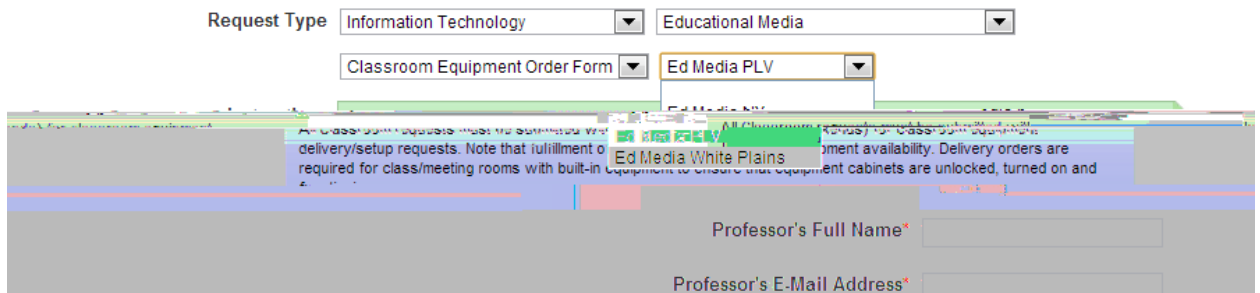
Request Type Information Technology Educational Media

Classroom Equipment Order Form Ed Media PLV

Ed Media White Plains

Professor's Full Name\*

Professor's E-Mail Address\*

A screenshot of a web form titled "Help Request". At the top, there are two dropdown menus for "Request Type", with "Information Technology" and "Educational Media" selected. Below these are two more dropdown menus: "Classroom Equipment Order Form" and "Ed Media PLV". A third dropdown menu, "Ed Media White Plains", is partially visible. Below the dropdowns, there are two input fields: "Professor's Full Name\*" and "Professor's E-Mail Address\*", both with asterisks indicating they are required. The background of the screenshot is slightly blurred, showing some text from another page.

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