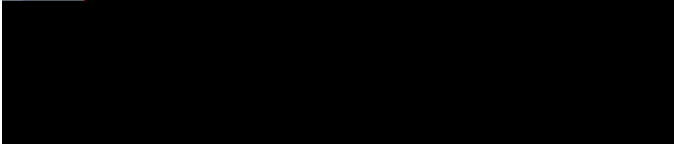
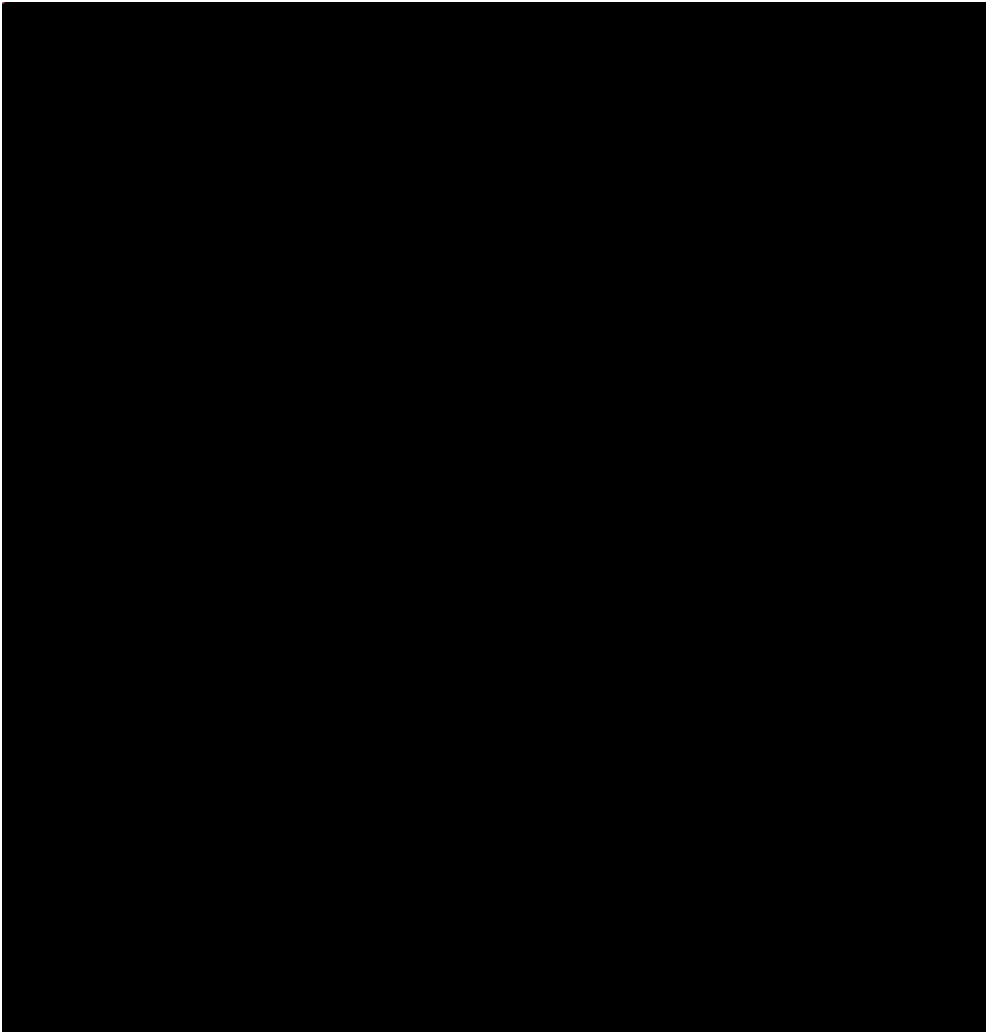


Creating a Help Desk Ticket for ordering Classroom Equipment:

1. In the Address bar type in :



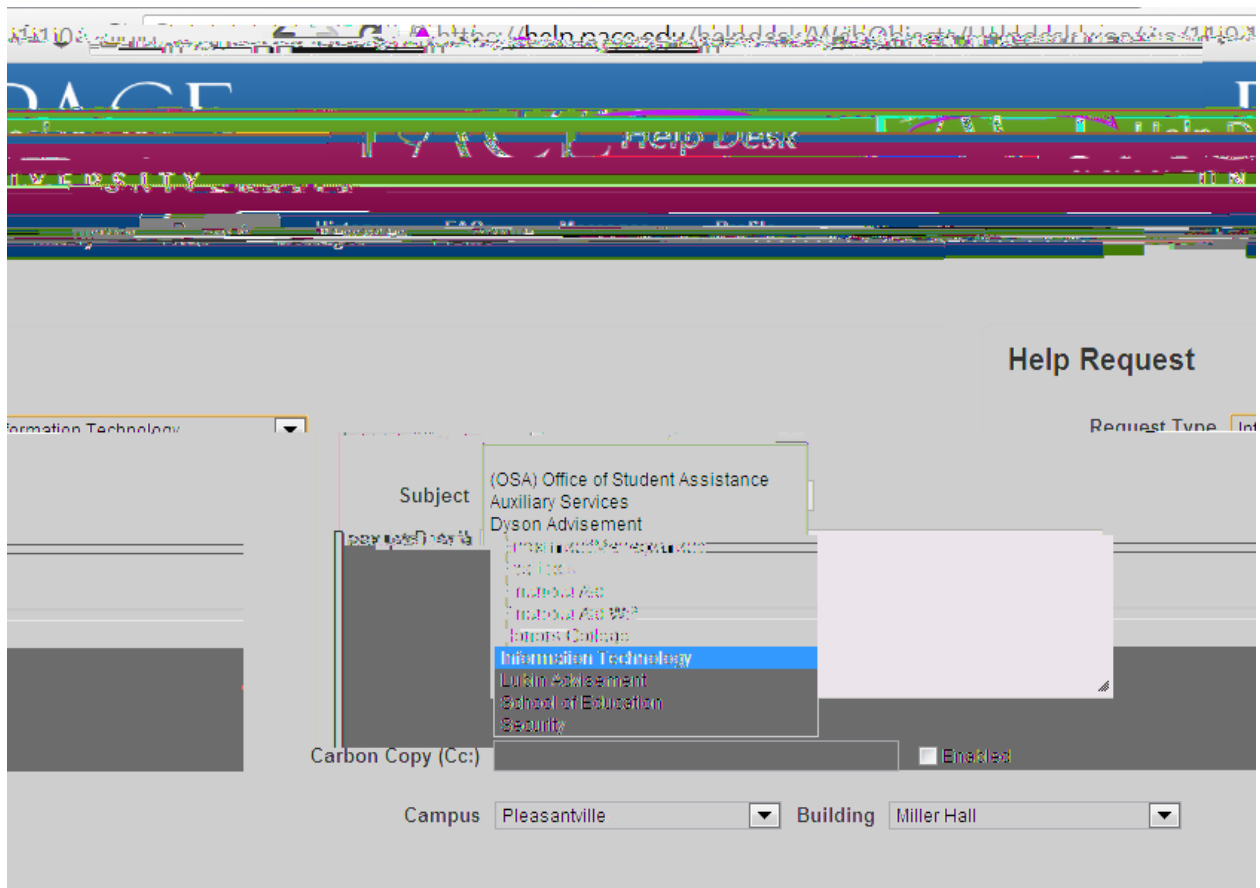
2. Login with Pace Portal Account:



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

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