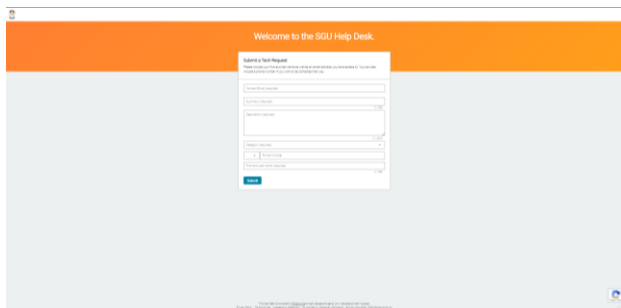


SGU Help Desk Tech Request *Internet browser instructions*

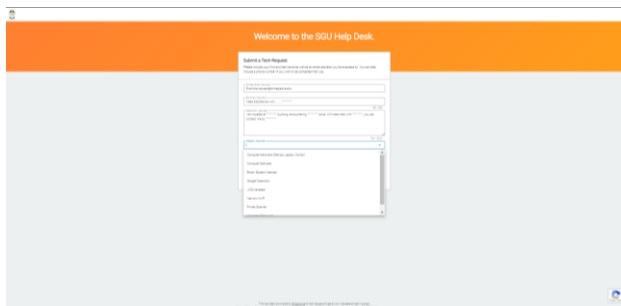
- Open an internet browser of your choice (Microsoft Edge, Google Chrome, Firefox, Safari)
- Go to sintegleska.edu
- Click on [Quick Links](#)
 - The following screen should appear



- Click on [Tech Requests](#)
 - The following screen should appear



- Fill out the following sections
 - Contact email
 - Summary – *a few key words that describes the issue*
 - Description – *detailed description of the issue*
 - Category – *Please select the best option so the request goes to the correct department.*
 - [Computer Hardware \(Desktop, Laptop, Monitor\)](#)
 - [Computer Software](#)
 - [Email/Student Webmail](#)
 - [Google Classroom](#)
 - [JICS/Jenzabar](#)
 - [Network/Wi-Fi](#)
 - [Printer/Scanner](#)
 - [Username/Password](#)



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- Continue filling out the following sections

When filling out the Phone Number, select [Canada](#) as it is the same country code as the USA

- Continue with the 10 digit phone number you want to be reached at



The screenshot shows the 'Submit a Request' form on the SGU Help Desk website. The form is titled 'Submit a Request' and includes several input fields: 'First Name', 'Last Name', 'Email Address', 'Phone Number', and 'Subject'. A dropdown menu is open for the 'Country' field, showing a list of countries including Canada, United States, and others. The 'Phone Number' field is currently empty.

- Fill out your First and Last Name

Click [Submit](#) to submit your request into the system



The screenshot shows the 'Submit a Request' form on the SGU Help Desk website. The form is titled 'Submit a Request' and includes several input fields: 'First Name', 'Last Name', 'Email Address', 'Phone Number', and 'Subject'. The 'Submit' button is highlighted in blue, indicating it is the next step in the process.