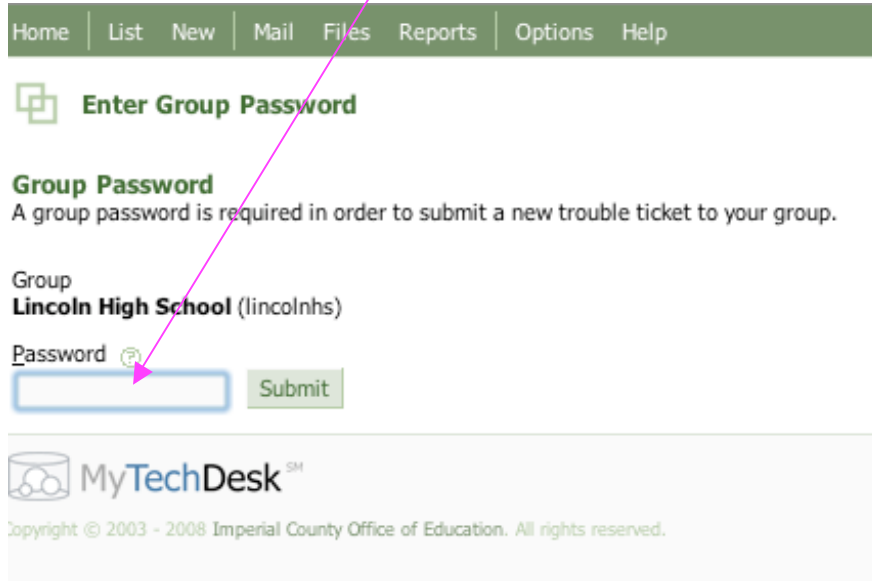


## Tech Ticket Setting Up You Tech Ticket Account

(Note: use these directions when setting up your account otherwise use the "Once You've Setup Your Account" directions)

**1st Window-Password** = type **helpme** then select **Submit**.




Home | List | New | Mail | Files | Reports | Options | Help

**Enter Group Password**

**Group Password**  
A group password is required in order to submit a new trouble ticket to your group.

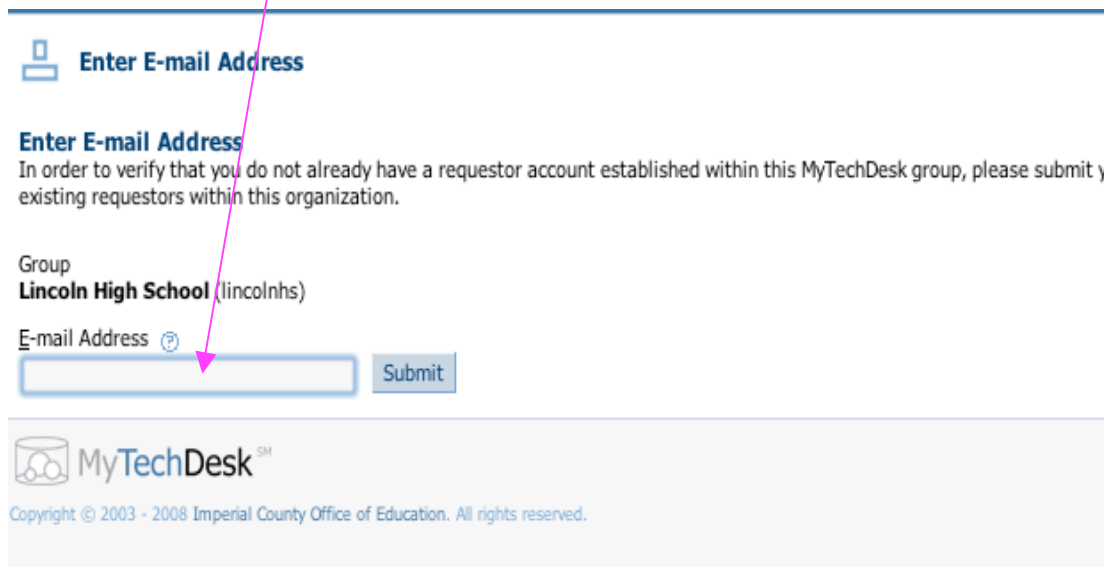
Group  
**Lincoln High School** (lincolnhs)

Password ⓘ

 MyTechDesk<sup>SM</sup>  
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A pink arrow points from the word 'helpme' in the text above to the password input field.

**2nd Window-Email Address** = Type your address in the box then select **Submit**.




**Enter E-mail Address**

**Enter E-mail Address**  
In order to verify that you do not already have a requestor account established within this MyTechDesk group, please submit y existing requestors within this organization.

Group  
**Lincoln High School** (lincolnhs)


E-mail Address ⓘ

 MyTechDesk<sup>SM</sup>  
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A pink arrow points from the text above to the email address input field.

**3rd Window-Profile:** Fill in the boxes below then select **Submit**.

Home | Help

 **Requestor Profile**

**New Requestor**  
The e-mail address you have entered does not match any existing requestors. Please complete the requestor form and click on submit to continue.

Bold labels denote required fields.


Group  
**Lincoln High School** (lincolnhs)

**First Name**

**Last Name**


**E-mail Address**

**Telephone Number**  **Ext.**

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**4th Window-Create Login:** Create your own username and password then select **Continue**. Remember to “remember” your username and password.

Home | Help


 **Create Login**

**Create Login**  
In order to enable your requestor account, you need to assign a username and password.

All fields are required.

**Groupname**  **Username**

**Password**

 **MyTechDesk**<sup>SM</sup>  
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**5th Window:** You are now logged in.

The screenshot shows the user interface of Lincoln High School's MyTechDesk. At the top, a green navigation bar contains the links "Home", "List", "New", and "Help". On the right side of this bar, the text "Lincoln High School's MyTechDesk™" and a "Logout" link are visible. Below the navigation bar, on the left, is the Lincoln High School logo featuring a cartoon bee character and the text "LINCOLN HIGH SCHOOL". A pink arrow points from a callout box to the "New" link in the navigation bar. To the right of the logo, a section titled "Tickets" shows "Submitted Tickets" with a count of "No items submitted". Below the logo, there are two links: "> Manage Profile" and "> Change Password", both with small circular icons. A pink arrow points from a second callout box to the "Change Password" link. At the bottom left, the "MyTechDesk" logo is displayed, with a pink arrow pointing from the first callout box to it. The bottom right corner contains the text "Terms of Service". At the very bottom, a copyright notice reads "Copyright © 2003 - 2008 Imperial County Office of Education. All rights reserved."

Click on new if you want to create a ticket.

Click here if you want to change your password