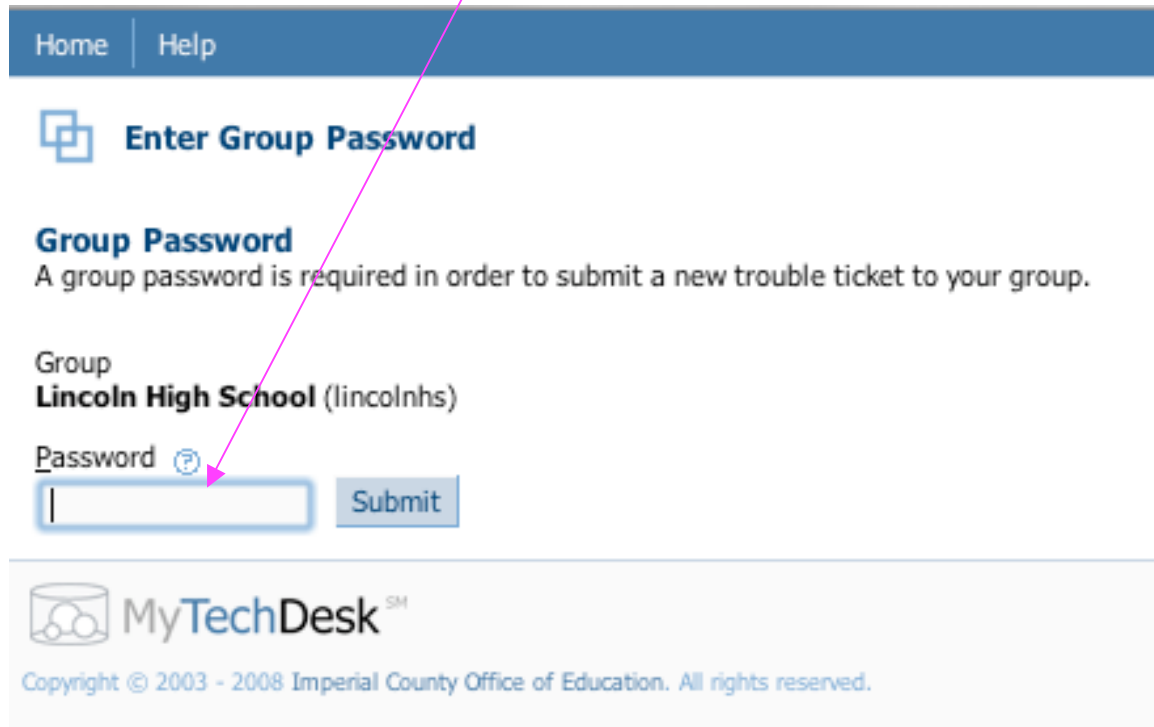


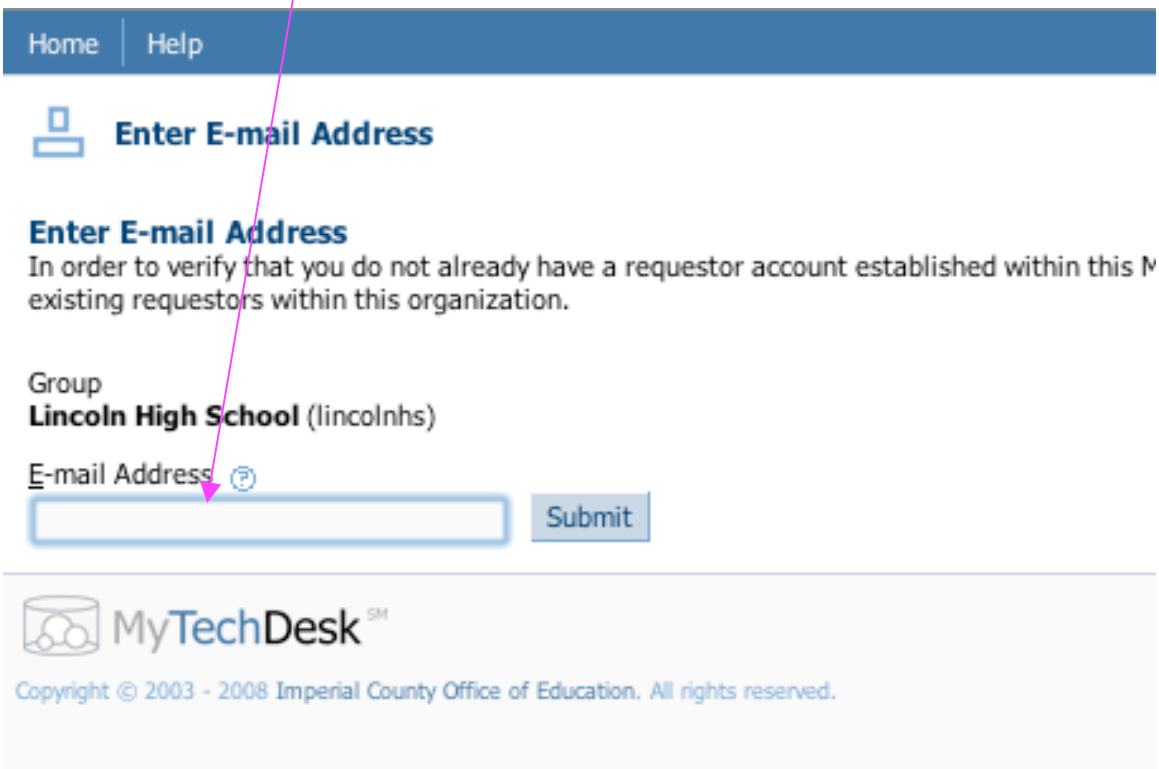
## Tech Ticket Once You've Setup Your Account Directions

**1st Window-Password** = type **helpme** then select **Submit**. (note: helpme is the group password)



The screenshot shows the 'Enter Group Password' form. At the top, there is a blue navigation bar with 'Home' and 'Help' links. Below the bar is a blue icon of two overlapping squares followed by the text 'Enter Group Password'. The main heading is 'Group Password', followed by the instruction: 'A group password is required in order to submit a new trouble ticket to your group.' Below this, it says 'Group Lincoln High School (lincolnhs)'. There is a 'Password' label with a help icon, a text input field containing a vertical bar, and a 'Submit' button. A pink arrow points from the word 'helpme' in the text above to the password input field. At the bottom, there is the MyTechDesk logo and a copyright notice: 'Copyright © 2003 - 2008 Imperial County Office of Education. All rights reserved.'

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



The screenshot shows the 'Enter E-mail Address' form. At the top, there is a blue navigation bar with 'Home' and 'Help' links. Below the bar is a blue icon of a computer monitor followed by the text 'Enter E-mail Address'. The main heading is 'Enter E-mail Address', followed by the instruction: 'In order to verify that you do not already have a requestor account established within this M existing requestors within this organization.' Below this, it says 'Group Lincoln High School (lincolnhs)'. There is an 'E-mail Address' label with a help icon, a text input field, and a 'Submit' button. A pink arrow points from the word 'helpme' in the text above to the email address input field. At the bottom, there is the MyTechDesk logo and a copyright notice: 'Copyright © 2003 - 2008 Imperial County Office of Education. All rights reserved.'

**3rd Window-Profile:** Verify or change the information below then select [Submit](#).

[Home](#) | [Help](#)



## Requestor Profile

### Verify Requestor

The e-mail address you have entered matches an existing requestor. Please verify the info

All fields are read-only.

Group

**Lincoln High School** (lincolnhs)

#### First Name

Tim

#### Last Name

McKinney

#### E-mail Address

tmckinney@sandi.net

#### Telephone Number

(619) 266-6500

Ext.

2454

[Submit](#)

[Cancel](#)



MyTechDesk<sup>SM</sup>

Copyright © 2003 - 2008 Imperial County Office of Education. All rights reserved.

**4th Window-Login: Type your Username and Password then select Login.**

Home | Help

**Login**

**Requestor Login**  
Please enter your groupname, username and password to log in.  
All fields are required.

Log in as  
 Staff  Requestor

Groupname  Username

Password

Remember groupname and username

**Forgot Your Password?**

MyTechDesk<sup>SM</sup>  
Copyright © 2003 - 2008 Imperial County Office of Education. All rights reserved.

**5th Window:** You are now logged in.

Home | List | New | Help

Lincoln High School's MyTechDesk™ | Logout

**LINCOLN HIGH SCHOOL**

[> Manage Profile](#)  
[> Change Password](#)

MyTechDesk<sup>SM</sup>  
Copyright © 2003 - 2008 Imperial County Office of Education. All rights reserved.

Terms of Service

**Tickets**

**Submitted Tickets**

No items submitted
--------------------

Click on new if you want to create a ticket.

Click here if you want to change your password